



CITY OF URBANA
Human Resources Division

BUILDING INSPECTOR I: PLUMBING/MECHANICAL INSPECTOR

JOB DESCRIPTION

Department:	Community Development Services	Division:	Building Safety
Work Location:	Urbana City Building	Percent Time:	100%
Job Type:	Civil Service	FLSA Status:	Non-Exempt
Reports To:	Building Safety Division Manager	Union:	Non-Bargaining Unit

JOB SUMMARY

Under general supervision by the Building Safety Division Manager, the purpose of this classification is to inspect plumbing, mechanical systems and building construction with an emphasis on residential buildings; enforces compliance with building, plumbing and mechanical codes and ordinances; and issues permits. Also responsible for reviewing plans for compliance with building codes and zoning ordinances.

ESSENTIAL FUNCTIONS

- Conducts field inspections during the progress of building construction or repair to ensure compliance with applicable laws, regulations and codes, and makes decisions on the job site to correct any deviations.
- Reviews plans for compliance with state, national, and municipal building construction codes; city zoning ordinances, and pertinent laws, and advises relevant parties regarding compliance needs.
- Inspects new and existing construction in residences, businesses, and other buildings for conformance with safety standards, laws, and codes; orders corrective actions, and inspects for compliance.
- Determines whether work requires permits.
- Maintains records of inspection activity and completes related reports. Issues certificates and permits as appropriate.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Issues permits and collects fees.
- Investigates complaints regarding construction done without permits; illegal occupancy, and zoning violations.
- Coordinates and assists in inspections with other Community Development and City Inspectors.
- Answers inquiries from the general public on plumbing/mechanical codes, zoning and building codes, and permit requirements.

- Meets with contractors, homeowners, builders, business people and architects and recommends plan revisions in order to correct problems resulting from code violations, code interpretations or an ambiguity in the approved plans.
- Travels to on-site inspection sites throughout the City.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Performs other related duties as assigned.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- Knowledge and skills typically acquired through graduation from high school or equivalent.
- Two (2) years of experience related to plumbing systems is required beyond an apprenticeship. The position requires the years of experience to be journey level, received after completion of an apprenticeship program, which equates to a minimum of **six** years of total experience.

KNOWLEDGE AND SKILLS

- Knowledge of national, state, and municipal building construction codes.
- Independent decision-making skills to resolve complaints and provide excellent customer service to both internal and external customers.
- Considerable knowledge of the codes, laws, and ordinances relating to plumbing installations and operations.
- Considerable knowledge of approved materials, methods, and techniques used in plumbing and heating work and of inspection methods related to the examination of workmanship, materials, and design.
- Considerable knowledge of possible defects and flaws in plumbing installations and of effective corrective measures.
- Knowledge of computer operations including word processing, spreadsheets, and databases.

ABILITY TO

- Read and interpret plans, specifications, and architectural drawings.
- Perform technical inspections, make corrective recommendations, and following up to ensure corrective action following such inspections.
- Tactfully and firmly enforce codes using good judgment and discretion.
- Establish and maintain effective working relationships with other City employees, business owners and operators and the public.
- Express ideas clearly and concisely, both orally and in writing
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- Express ideas clearly and concisely, both orally and in writing.
- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.

- Deal effectively with diverse interests in difficult situations.
- Work with confidential information.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must currently be a Licensed Plumber by the State of Illinois.
- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.
- Must possess International Code Council (ICC) certifications for Plumbing (Commercial Plumbing Inspector (P2) and HVAC (Commercial Mechanical Inspector (M2) or obtain within 18 months of employment and maintain certifications through continuing education as required by ICC.
- Must possess ICC 1 & 2 Family Residential certification or obtain within two years of employment maintain certifications through continuing education as required by ICC.

RESPONSIBLE FOR:

- Inspecting new and existing construction for conformance with building construction codes and ordinances; responsible for ordering corrective actions and inspecting for compliance.
- Reviewing plans for proposed construction to determine compliance with national, state, and municipal construction codes and municipal zoning ordinance.
- Determining whether work requires permits.
- Coordinating inspections with and giving technical assistance to other Department and City inspectors.
- Safe operation of City vehicle and equipment.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other Department and City inspectors and office personnel.
- Daily contact with general public, owners, tenants, contractors, architects, engineers, and government organizations.

Supplemental Information

Physical Requirements: May include: climbing, balancing, kneeling, crouching, standing, lifting, hearing, speaking, driving and manual dexterity. Sufficient physical ability to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment: Work environment includes office, field and construction site environments, and travel from site to site. While outdoors, the employee occasionally works in inclement weather conditions, near moving mechanical parts, high, precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office to moderate outside. Works at construction sites and standard office setting. Work may include:

- Frequent work within occupied business and residences.
- Frequent work during inclement weather and weather conditions.

- Frequent work requiring climbing, ladders, stairs, and scaffolds.
- Frequent work in buildings with unsafe structures and systems.
- Frequent work within cramped spaces such as basements, crawlspaces, attics, and servers.
- Frequent work on roofs and other uneven surfaces.
- Infrequent evening and weekend work may be necessary.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

Prepared By:

Signature

Date

Approved By:

Department Head

Date

Approved By:

Personnel Manager

Date

Reviewed By:

Human Relations Officer

Date

Approved By:

Civil Service Commission

Date

For HR/Finance Use

Title Code 095	Pay Grade 40
EEO Category 1– Officials & Administrators	



CITY OF URBANA

Human Resources Division

BUILDING ~~Safety~~ INSPECTOR I: PLUMBING/MECHANICAL INSPECTOR

JOB DESCRIPTION

<u>Department:</u>	<u>Community Development Services</u>	<u>Division:</u>	<u>Building Safety</u>
<u>Work Location:</u>	<u>Urbana City Building</u>	<u>Percent Time:</u>	<u>100%</u>
<u>Job Type:</u>	<u>Civil Service</u>	<u>FLSA Status:</u>	<u>Non-Exempt</u>
<u>Reports To:</u>	<u>Building Safety Division Manager</u>	<u>Union:</u>	<u>Non-Bargaining Unit</u>

JOB SUMMARY: ~~Inspects building construction and~~

Under general supervision by the Building Safety Division Manager, the purpose of this classification is to inspect plumbing ~~and~~ mechanical systems ~~and building construction~~ with an emphasis on residential buildings; enforces compliance with building, plumbing and mechanical codes and ordinances; ~~and~~ issues permits. ~~Also responsible for reviewing~~ plans for compliance with building codes and zoning ordinances.

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Conducts field inspections during the progress of building construction or repair to ensure compliance with applicable laws, regulations and codes, and makes decisions on the job site to correct any deviations.
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- Investigates complaints regarding construction done without permits; illegal occupancy, and zoning violations.
- Coordinates and assists in inspections with other Community Development and City Inspectors.
- Answers inquiries from the general public on plumbing/mechanical ~~code~~codes, zoning, ~~and~~ building ~~code~~codes, and permit requirements.

- Meets with contractors, homeowners, builders, business people and architects and recommends plan revisions in order to correct problems resulting from code violations, code interpretations or an ambiguity in the approved plans.
- Travels to on-site inspection sites throughout the City.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Performs other related duties as assigned.

JOB REQUIREMENTS:

EDUCATION AND EXPERIENCE

- Knowledge and skills typically acquired through graduation from high school or equivalent.
- Knowledge and skills typically acquired through graduation from high school and three (3) to five (5) years work experience in building construction.
- Two (2) years of experience related to plumbing systems is required beyond an apprenticeship. The position requires the years of experience to be journey level, received after completion of an apprenticeship program, which equates to a minimum of **six** years of total experience.

KNOWLEDGE AND SKILLS

- Knowledge of national, state, and municipal building construction codes.
- Independent decision-making skills to resolve complaints and provide excellent customer service to both internal and external customers.
- Considerable knowledge of the codes, laws, and ordinances relating to plumbing installations and operations.
- Considerable knowledge of approved materials, methods, and techniques used in plumbing and heating work and of inspection methods related to the examination of workmanship, materials, and design.
- Considerable knowledge of possible defects and flaws in plumbing installations and of effective corrective measures.
- Knowledge of computer operations including word processing, spreadsheets, and databases.

ABILITY TO

- Read and interpret plans ~~and~~, specifications, and architectural drawings.
- ~~Ability to detect~~ Perform technical inspections, make corrective recommendations, and following up to ensure corrective action following such inspections.
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- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.

~~Ability to deal effectively with the general public, contractors, architects, engineers, and other City personnel regarding enforcement of municipal codes and ordinances.~~

- Deal effectively with diverse interests in difficult situations.
- Work with confidential information.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must currently be a Licensed Plumber by the State of Illinois.
- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.
- Must possess International Code Council (ICC) certifications for Plumbing (Commercial Plumbing Inspector (P2) and HVAC (Commercial Mechanical Inspector (M2) or obtain within 18 months of employment and maintain certifications through continuing education as required by ICC.
- Must possess ICC 1 & 2 Family Residential certification or obtain within two years of employment maintain certifications through continuing education as required by ICC.

RESPONSIBLE FOR:

- Inspecting new and existing construction for conformance with building construction codes and ordinances; responsible for ordering corrective actions and inspecting for compliance.
- Reviewing plans for proposed construction to determine compliance with national, state, and municipal construction codes and municipal zoning ordinance.
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- Coordinating inspections with and giving technical assistance to other Department and City inspectors.
- Safe operation of City vehicle and equipment.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other Department and City inspectors and office personnel.
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Supplemental Information

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- Frequent work within cramped spaces such as basements, crawlspaces, attics, and servers.
- Frequent work on roofs and other uneven surfaces.
- Infrequent evening and weekend work may be necessary.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL EFFORT REQUIRED

- ~~Must possess or be able to obtain an Illinois Plumbers license within 90 days of employment.~~
- ~~Must possess or obtain within fifteen (15) days of employment a valid State of Illinois drivers license.~~
- ~~Must possess or obtain within one and one-half (1 ½) years of employment BOCA certifications for position and maintain certifications as required by BOCA.~~
- ~~Must be bondable.~~
- ~~Works with confidential information.~~

Prepared By:

Signature

Date

Approved By:

Department Head

Date

Approved By:

Personnel Manager

Date

Reviewed By:

Human Relations Officer

Date

Approved By:

Civil Service Commission

Date

For HR/Finance Use

<u>Title Code</u>	<u>Pay Grade</u>
095	40
<u>EEO Category</u>	
1- Officials & Administrators	