

CITY OF ROMULUS
Job Description

JOB TITLE: HEAT/VENT/AC INSPECTOR
(Mechanical)

EXEMPT:	No	DEPARTMENT:	Building
DIVISION:	Part-Time	LOCATION:	Various
BENEFITS:	None	Pay Rate:	\$45.00 per inspection

DATE: May 2, 2022

SUMMARY:

Under the supervision of the Director of Building and Safety, conducts on-site inspections on heating, ventilation and air conditioning installations, working closely with contractors and building owners, determining compliance of newly constructed, remodeled and existing systems to state and national codes and local ordinances. Examines construction plans, blueprints and wiring diagrams to determine compliance to applicable codes and ordinances. In addition, maintains records and prepares a variety of reports and assists residents with questions regarding heating, ventilation and air conditioning systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May review or inspect construction plans, blueprints and wiring diagrams, noting materials and methods to be used, issuing permits and approving construction when requirements are complied with for heating, ventilation and air conditioning systems.
2. Conducts on-site inspections, examining heating, ventilation and related systems, materials and methods used and tests circuits, connections, fluid lines, checks for adequate ventilation, etc., making sure they meet requirements.
3. Approves applications for permits when codes and ordinances are complied with or may issue violation notices when necessary.
4. Assists contractors and community residents providing technical advice and information on the installation and servicing of heating, ventilation and air conditioning systems in regard to codes and

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MECHANICAL INSPECTOR Cont.

ordinances.

5. Conducts various tests for pressure, leaks and proper installation of fuel tanks and lines, electrical wiring, etc., on heating ventilation and air conditioning systems.
6. Prepares summary reports of inspection activities and maintains files and records of all permits issued.
7. Investigates a variety of citizen complaints regarding heating, ventilation and related systems that come under the Building and Safety Department.
8. May be required to prepare and issue violation notices and appear in court to present testimony regarding code and ordinance violations and complaint cases.
9. Attends various meetings and classes to comply with Act 54 requirements and the latest heating and air conditioning systems techniques and related codes.
10. May perform the duties of other inspectors as work loads, temporary absences or emergencies dictate.
11. Performs other duties as assigned. May be required to use computers.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees in the Building Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent.

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Experience: A minimum of four (4) years of documented and verifiable experience in either the work classification of heating, ventilation and air conditioning (HVAC) or hydronic heating and process piping or a combination of experience in both classification defined in 1984 PA 192, MCL 338.971 et seq. and know as the Forbes mechanical contractors act. Two of the four years of experience shall have been at the journey level or at a higher level.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan vehicle operator's license.

Must Possession of a State of Michigan Mechanical Inspector's Registration and Plan Review Registration on a provisional basis or ability to obtain both within thirty (30) days of hire.

OTHER SKILLS and ABILITIES:

Strong computer skills very helpful.

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.