

# MARQUETTE COUNTY

## PLUMBING/MECHANICAL CODE INSPECTOR/PLAN REVIEWER

### General Summary

Under the supervision of the Building Official, conducts on-site inspections of commercial, industrial, and residential building projects throughout the County to ensure full compliance with state plumbing and mechanical codes for new construction, additions, and alterations and inspects per Part 91 Soil Erosion and Sedimentation Control Requirements (SESC). Ensures that construction is in conformance with plans and specification approved by the Building Code Division and requires that code violations be corrected. Assists contractors and the general public with information regarding construction, earth change/soil erosion, and code related matters.

### Essential Functions

1. Reviews plans, specifications and blueprints of buildings before construction or being remodeled for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are compiled with.
2. Conducts inspections of building sites to ensure compliance with State plumbing codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects the installation of all pipes and plumbing fixtures, drain waste and vent piping, hot-water heaters, cross connections, back flow prevention, and all other elements of the plumbing system.
3. Conducts inspections of building sites to ensure compliance with State mechanical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects heating, air conditioning, ventilation refrigeration, prefab fireplaces, duct systems, gas lines, fire protection, and other elements of the mechanical systems.
4. Seeks voluntary compliance where codes are not met, advising for corrections, issuing violation notices when necessary, and performing reinspections to determine actions taken to bring the structure into compliance with standards.
5. Investigates complaints, issues tickets, writes field correction notices, and writes warrant requests on those individuals who do not comply with plumbing and mechanical code requirements. Testifies in court and at appeal on behalf of the Building Code Division.
6. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
7. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding plumbing and mechanical code requirements and construction procedures and offers assistance in making applications for permits.
8. Reviews records of permits issued and denied, inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.

# MARQUETTE COUNTY

9. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
10. May assist with the community development block grant programs as assigned by the Building Official.
11. Reviews Soil Erosion and Sedimentation Control (SESC) applications and plans. Issues permits, conducts on-site inspections and takes any action necessary for compliance with Part 91 (SESC) and the rules.

## Other Functions

12. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** High school graduation or equivalent. Prefer advanced technical trades coursework.

**Experience:** As required for the licenses listed below.

### **Other Requirements:**

Mechanical contractor's license, and a journey or master plumber's license and further requirements for application for registration with the State of Michigan as a Plumbing Inspector, Mechanical Inspector and Plan Reviewer according to the Building Officials and Inspectors Registration Act (Act 54 of the Public Acts of 1986).

Must be certified under Part 91 Soil Erosion and Sedimentation Control within 1 year of hire.

Valid Michigan driver's license.

Computer skills.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Walks over rough terrain to inspect construction projects.

Climbs up and down excavation sites.

Climbs up and down ladders and scaffolding to inspect flashing on roofs.

Lifts and moves building materials to inspection construction.

Bend, stoops, and crawls to inspect crawl spaces, attics and other area being constructed or remodeled.

Drives to sites throughout the County.

# MARQUETTE COUNTY

## **Working Conditions:**

Works both in office conditions and outside in all types of weather conditions.

Exposure to equipment and construction where risk exists of getting cut, bruised or scraped.

Works in areas with loud noise (power tools, construction equipment).

Works in confined spaces such as attics and crawl spaces.

Exposure to odors of paint, vapors, and gases associated with construction site.