

Job Title: Mechanical Inspection Supervisor
Department: Community Development
Reports To: Building Official
Open Date: September 29, 2022
Close Date: Open Until Filled
Hiring Salary: \$26.20 - \$33.48 per hour, DOE
Salary Range: \$26.20 - \$39.31 per hour, DOE

To Apply Please Visit: www.meridiancity.org

Job Summary:

Performs administrative and professional duties to supervise the City of Meridian's Mechanical Inspection Program. Provides supervision to staff responsible for all mechanical inspections in addition to all, mechanical and fuel gas code inspections. Exercises technical judgment and discretion based on extensive knowledge of the various ordinances, codes and regulations which the employee is responsible for enforcing. Performs inspections as necessary and provides pass/fail notification through software and electronic handheld device. Works independently in the field and is responsible for making decisions requiring technical discretion and sound judgment. Work is performed under general supervision. Works independently in the field and is responsible for making decisions requiring technical discretion and sound judgment and directly supervises the mechanical inspection staff.

Essential Duties & Responsibilities:

Plans, schedules, coordinates and directs Mechanical Inspection staff tasked with ensuring that complex mechanical projects comply with adopted mechanical codes and local ordinances;

Ensures quality of inspection and enforcement services provided by staff;

Monitors productivity and workloads of direct reports, and balances and assigns daily inspections;

Provides inspection reports and potential time in motion information of inspectors;

Ensures that accurate and detailed inspection records are maintained;

Provides advanced professional and technical code interpretation and solutions to problems for staff and the public;

Assists inspection staff in utilizing conflict resolution techniques to diffuse tense situations with customers;

Responds to and investigates citizen complaints of unsafe or unpermitted mechanical work;

Formally manages projects by planning, scheduling and coordinating the on-site inspection and enforcement activities of other inspectors, departments, and outside county and state agencies as deemed necessary to address the issues of complex building projects or enforcement procedures on mechanical/fuel gas violations;

Performs daily inspection workload balance, and time in motion reports to Building Official;

Coordinates with other inspectors for areas of inspection that may overlap in adopted codes;

Coordinates between all construction trades, from inception of permitting process to final issuance of certificate of occupancy;

May perform plan reviews, read plans and inspection of documents and project sites for compliance with adopted codes and specifications;

May post Stop Work Orders, Not Approved for Use & Occupancy Postings when necessary after collaboration with the Building Official;

May assist in code adoption language and updates;

Oversees daily inspection processes/protocols for best service levels;

Recommends mechanical inspector tools and test equipment and oversees inventories and maintenance of such tools;

Attends training for continued education units and to stay current in the construction industry;

Maintains all professional certifications;

Reviews and approves correction notices, and other notices or orders drafted by the mechanical inspection staff;

May perform mechanical plan review as may be necessary and required by management;

Regularly rides in the field with mechanical inspectors to maintain a consistent team approach and high-level customer service;

Applies extensive knowledge of state and local codes and legal precedents relating to the enforcement and interpretation of adopted mechanical and fuel gas codes;

May act as an expert witness in court proceedings related to mechanical code compliance on behalf of the City;

Participates in multi-disciplinary team meetings with members from the City to resolve issues and coordinate application of City adopted codes;

May at times represent the City and coordinate code issues with professional, industrial and trade boards/commissions;

Coordinates section-wide purchase of code books/documents and supporting training materials;

Recommends mechanical inspection related training programs and organizes continuing education programs for mechanical staff, employees and customers;

Attends training to maintain certifications, and reads related materials to stay current;

Recommend and/or effect the full range of duties (with appropriate managerial review), including hiring, performance evaluations, assigning of significant duties, rewarding, exercise independent judgment to direct others work and have the authority to take corrective action, utilize people skills to communicate, motivate and direct or oversee a person, group, or department;

Ensures compliance with the International Mechanical and Fuel Gas Codes and the adopted City of Meridian Mechanical Codes including local amendments;

Perform other duties as assigned.

Job Specifications:

High School Diploma or GED required;

Minimum of four years' experience in the installation of mechanical HVAC systems, mechanical inspection, supervision, reading and interpreting plans, construction, degree or certifications in construction or related field, or any combination of experience, and/or education/training which provides the knowledge, skill and abilities to perform the work required in subjects related to the field of mechanical HVAC systems.

Knowledge, Skills & Abilities:

Ability to communicate effectively with people who are angry, hostile or confused; maintain composure and exercise sound judgment in adverse conditions;

Must be able to work independently with limited oversight from supervisor to complete assignments in a timely fashion;

Ability to interpret and apply national, state and local codes and detect physical defects in mechanical and fuel gas installations and recommend corrections; read and interpret mechanical and fuel gas plans and specifications, and accurately compare work-in-progress to such plans; develop innovative and equitable solutions to complicated code issues;

Ability to interpret and effectively explain code requirements, relevant standards and problems with mechanical engineers, other city staff, owners, contractors, building tenants and designers;

Must be able to operate City required software including word processing, permit tracking, email and internet related programs;

Must be capable of operating vehicles safely and have an acceptable driving record;

Must possess current word processing, database, email, and internet computer software application knowledge;

Intermediate knowledge of local, state and national mechanical codes, rules and ordinances; extensive knowledge of mechanical installation practices, systems and materials;

Must have knowledge of the International Residential Code (IRC) for mechanical and fuel gas; International Mechanical Code (IMC); International Energy Conservation Code (IECC); International Fuel Gas Code (IFGC);

Must have knowledge of local ordinance amendments and codes; construction materials and properties; construction trade and common practices; time management principles and advanced customer service principles;

Licensing and Certifications:

Must possess and maintain a valid Idaho driver's license and have a safe driving record;

Certification as a Residential (M1), and Commercial Mechanical Inspector (M2), from the International Code Council (ICC) is desired at the time for hire, and is required within 12 months of employment;

Mechanical plans examiner certification from the International Code Council (ICC) is desired.

Work Environment & Physical Demands:

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter; Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards;

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations;

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.;

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.;

Sensory ability to talk, hear, touch and feel;

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance; Position requires hand/finger dexterity.

Travel Requirements:

Local travel is occasionally required.