

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Mechanical Inspector Part Time
Job Code	
FLSA Status	Non-Exempt
Pay Grade	PT 110

GENERAL SUMMARY

Performs work involving mechanical inspections and plan review on mechanical systems, for compliance with state codes, Township regulations and ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs on-site inspections of mechanical installations and construction work. Ensures that the proper materials are used, checks the quality of workmanship, and makes sure all applicable codes and ordinances are complied with.
- Reviews building and construction plans and specifications.
- Assists employees in the Planning, Building and Ordinance Department.
- Maintains records of reports, inspections, complaints, and investigations.
- Communicates and collaborates with staff in various departments and divisions, Township officials, and the public.
- Aids contractors and residents in understanding processes and procedures and completing applications, permits, zoning variances, and various other forms.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree or 2 Years of College from an accredited college with major course work in a related field
- 5 to 7 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

State Registered Mechanical Inspector, State Registered Plan Reviewer

OTHER JOB REQUIREMENTS

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None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Mechanical methods, materials and tools used for completing mechanical installations
- Township codes and ordinances related to mechanical systems
- Relevant Township policies and procedures

Skill in:

- Use of relevant computer software as necessary

Ability to:

- Remain organized
- Read and understands drawings and specifications
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)	X		

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Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

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.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	10/04/2023
Dates revised:	