

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of part-time MECHANICAL INSPECTOR.

DUTIES: See attached job description

QUALIFICATIONS: High school diploma or equivalent. Five year's experience in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including two years equivalent to an experienced-level skilled trades designer, installer, or repairer. Valid Driver's license. Meet requirements of Act 54 of 1986 and become registered as a mechanical inspector and plan reviewer. See job description for all qualifications.

HOURS: Up to 29 hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$32.21 per hour

This position is open until filled.

Applications for the position of part-time MECHANICAL INSPECTOR will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
MECHANICAL INSPECTOR**

Title: Mechanical Inspector

Classification: Non-Union, Exempt, At Will

Department: Building & Zoning

Reports to: Building and Zoning Director

Supervised by: Building and Zoning Director

Revision Date: February 6, 2024

GENERAL PURPOSE

This position is responsible for the inspection of new mechanical installations to determine compliance with applicable laws, rules, and standards, to order necessary work corrections when violations are identified, and to regulate persons performing mechanical work.

SUPERVISION RECEIVED

Work is performed under direction of the Building and Zoning Director.

SUPERVISION EXERCISED

There is no supervision exercised.

ESSENTIAL FUNCTIONS

The following are examples of functions which are essential to this position. The following list does not include all functions which the Mechanical Inspector may be expected to perform.

1. Inspects, through the use of visual observation and mechanical testing equipment, installations and alterations to commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment (HVAC) and their systems in order to assure compliance with state mechanical and energy codes.
2. Inspects and approves plans, specifications, and permits issues for proposed work projects.
3. Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.
4. Issues written notices of code violations require corrective action.
5. Explains, both verbally and in writing, the applicable mechanical and energy codes and laws to architects, engineers, contractors, trades people, home and building owners, and government officials.
6. Gathers evidence and prepares reports on code violation complaints.
7. Testifies at hearings or in court cases related to violations of the mechanical code and law.
8. Prepares and/or maintains reports, files, and written correspondence.
9. Performs related work as assigned.

REQUIRED QUALIFICATIONS

1. **High School Diploma** or the Equivalent
2. **Five years' experience** in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including two years equivalent to an experienced-level skilled trades designer, installer, or repairer.
3. **Possession of a valid Michigan Driver's License**
4. **Knowledge** of computer operations.
5. **Ability** to communicate effectively with officials, employees and the public.
6. **Willingness** to attend night meetings and work outside of normal business hours.
7. **Upon Appointment**, individuals must meet the requirements of Act 54 of 1986 and become registered as a mechanical inspector and plan reviewer.
8. **Must** be bondable and able to pass a pre-employment background check, which includes a physical and drug test.

SELECTION GUIDELINES

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related testing may be used to evaluate applicants.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop in confined spaces, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in houses and buildings under construction, both indoors and outdoors. Some jobs require an employee to work in a hazardous environment that involves exposure to unpleasant and noxious fumes and odors. Some jobs require the employee to be exposed to noise, dust, dirt and dampness. Some jobs require travel. Some jobs require the employee to be exposed to inclement weather conditions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer

Personnel approved 01/30/2024

Bd approved 02/06/2024