



Job Description

TITLE: Mechanical/Plumbing Inspector	JOB CODE: 3460
DEPARTMENT: Community Development/Building Division	FLSA: Non-Exempt
PREPARED: 03/14/2006	UPDATED: August 31, 2020

Summary: Under general supervision, provides professional service to the public through the issuance of permits, plan reviews, plumbing inspections and interpretation and enforcement of the New Mexico Mechanical/Plumbing Codes; processes permit applications, computes permit fees and issues Mechanical/Plumbing permits; performs all necessary outside inspections and completions of plumbing projects, issues Mechanical/Plumbing finals and maintains permit files and correspondence.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reads, understands and approves Mechanical/Plumbing construction blueprints and specifications for code compliance for both residential and commercial buildings.
- Processes permit applications; computes permit fees and issues Mechanical/Plumbing permits.
- Inspects residential, commercial and industrial buildings to insure compliance.
- Maintains permit files and correspondence.
- Issues stop work orders; instructs contractors on corrective action.
- Ensures the proper operation and timely maintenance of all assigned vehicles and equipment.
- Observes conditions and issues Notice for Corrections to persons responsible for compliance.
- Obtains evidence and prepares reports concerning violations which have not been corrected.
- Ability to perform inspections and duties assigned with limited direction or oversight.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the Uniform Mechanical/Plumbing Codes (IAPMO) and the New Mexico Construction Codes.
- Knowledge of occupational hazards and safety rules and regulations in building construction and inspections.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting blueprints and specifications to ensure code compliance.
- Skill in writing reports, business correspondence, and procedure manuals.
- Skill in interpreting and following a variety of instructions furnished in written, oral diagram, or schedule form.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.
- Ability to maintain required certifications for employment.

Education and Experience:

- Associates Degree in related field and three (3) years of journeyman and/or foreman level experience in the Mechanical/Plumbing trade; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Certification as a Mechanical/Plumbing Inspector by the Construction Industries Mechanical Bureau prior to employment and national certifications by the International Code Council or IAPMO within one (1) year of employment..

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- Must surrender contractor’s license to the Construction Industries Division to be held in an inactive status for the duration of employment.
- Valid State of New Mexico driver’s license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment; may be required to lift and carry items more than fifty (50) pounds.
- Work is performed in an office and may be subject to repetitive motion such as typing, data entry with vision to monitor and extended periods of intense concentration in the review of documents and building plans.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, hand and power tools, and 4 wheel drive vehicle.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____