



**WEST BLOOMFIELD TOWNSHIP IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

Position: **Inspector—HVAC-Mechanical/ Plan Reviewer**

Department: **Building**

Pay Level: **6.0**

Salary: **\$60,923.20 - \$82,160.00**

**General Summary:**

Under the direction of the Building Director and the immediate supervision of the Building Official, conducts on-site inspections at various locations throughout the Township to ensure full compliance with state and local hvac/mechanical codes for new construction, additions and alterations, with plans approved by the Building Department. Assist contractors and the general public with information regarding construction and hvac/mechanical code related matters.

**Basic Qualifications:**

- Education – high school graduation and additional coursework in building construction and general computer skills.
- Experience - four years experience as an active licensed hvac/mechanical contractors license in the hvac/mechanical trades.
- Special Qualifications – Act 407 Certification [HVAC Inspector / Plan Reviewer] **REQUIRED**

Applications can be obtained from our web-site: [www.wbtownship.org/jobs](http://www.wbtownship.org/jobs), or at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield. Qualified applicants must complete and submit our employment application to be considered for this position. Please include a cover letter and resume and mail, fax or send to [resume@wbtownship.org](mailto:resume@wbtownship.org).

**Position is open until filled.**

**EOE**

# WEST BLOOMFIELD TOWNSHIP

## Job Description

### Inspector – HVAC-Mechanical /Plan Reviewer

Drafted: 12/19/05

Adopted: 03/22/21

Revised: 02/12/21

Pay Grade: 6.0

#### **General Summary:**

Under the direction of the Building Director and the immediate supervision of the Building Official, conducts on-site inspections at various locations throughout the Township to ensure full compliance with state and local hvac/mechanical codes for new construction, additions and alterations, with plans approved by the Building Department. Assist contractors and the general public with information regarding construction and hvac/mechanical code related matters.

#### **Representative Duties and Responsibilities which may be considered Essential Function(s):**

##### **Clerical**

- Answers: phones, inquiries concerning hvac/mechanical codes, inspection procedures.
- Enters: inspection data into databases.

##### **Technical**

- Advises: contractors, citizens, and management on township requirements for hvac/mechanical code compliance, construction procedures, completing applications and corrections to gain compliance to meet required standards.
- Reviews: permit applications, permit plans and building plans.
- Approves: on-site conditions for certificates of occupancy.
- Consults: with management concerning violations or other problems.
- Coordinates: issues with contractors and residents during construction process or complaints.
- Inspects: / re-inspects sites for compliance with state and local hvac/mechanical codes, approved plans and specifications.
- Investigates: citizen and other complaints regarding violations of mechanical complaints.
- Issues: violation notices for non-compliance with hvac/mechanical codes or plan violations.
- Prepares: reports on hvac/mechanical inspection matters as required.

### **Special Items**

- May performs the duties of other inspection personnel in the department as assigned.
- May be assigned unique tasks to the department within the competency level of the other tasks described in this document
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.
- Attends classes to maintain Act 407 certification.

### **Basic Qualifications**

- Education – high school graduation and additional coursework in building construction and general computer skills.
- Experience - four years experience as an active licensed hvac/mechanical contractors license in the hvac/mechanical trades.
- Special Qualifications – Act 407 Certification [HVAC Inspector / Plan Reviewer]

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. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

### **Equipment and Tools Used:**

Automobiles, blueprints, diagrams, federal, state and local code books, tape measures, camera and personal computers.

### **Abilities:**

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read and comprehend moderately complex manuals and instructions provided by vendors in support of equipment, hardware and tools. Ability to read blueprints and maps.

Writing - Ability to write complex instructions and communicate problems, procedures for supervision or citizens.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English.

**Physical Requirements: (considered moderate work)**

Lifting - up to 30 pounds on an occasional basis.

Moving - ability to transfer/push materials up to 100 lbs by pushing.

Movement - Ability to maneuver as necessary to inspect materials, buildings, and facilities.

Kneeling, stooping, reaching, climbing required.

Walking - frequently; Standing - frequently; Sitting – occasionally; Riding in vehicle - frequently

Use of hands - frequently

Reaching - frequently

Vision - near and far vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

**Environment and Hazards:**

Noise – moderate equipment noise frequently, not requiring ear protection.

Dust – occasionally

Extreme outdoor temperatures - occasionally.

Moving equipment hazards - occasionally.

Electrical hazards - rarely.

Caustic chemicals – rarely.

Heights – frequently.

Dangerous persons - no.

Slip Hazards – occasionally. Weapons - no.

Atmosphere hazards - rarely.

High Pressure Lines – rarely.

Biohazards – rarely.

Building Hazards – Occasionally

Traffic Hazards – Occasionally

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.