MONROE COUNTY

JOB DESCRIPTION

Position Title: PLUMBING/MECHANICAL INSPECTOR		**Date**: 9/1/06
Position Level: 10	**FLSA Status**: Nonexempt	**Class Code**: 10-34

GENERAL DESCRIPTION

Primary function is to perform mechanical and plumbing plan review for permitting to ensure compliance with all applicable codes; and perform plumbing and mechanical inspections in the field in keeping with Monroe County's mission, vision and values.

KEY RESPONSIBILITIES

1.* Perform plan review for compliance to all current mechanical and plumbing codes.
2.* Perform all mechanical and plumbing field inspections for compliance to all applicable codes and permits.
3.* Research equipment for compliance in related fields (PLB & MEC) and certification from testing agencies.
4. * Assist staff and community with code and compliance information.
5. *Input inspections and results in computer.
6. *Perform floodplain inspections as required.
7. *Issue "stop work orders" for non-conformance.
8. *Investigate complaints and coordinate w/Code Enforcement.
9. *Input permit fees and plan review notes on computer.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: PLUMBING/MECHANICAL INSPECTOR	**Class Code**: 10	**Position Level**: 10

KEY JOB REQUIREMENTS	
Education:	Vocational or Technical School.
Experience:	7-10 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the assigned department and the community.
Complexity:	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
Working Conditions/ Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
On Call Requirements:	None. May be required to be on call during or after natural disasters.
Other:	Requires Standard Plumbing Inspector license; Standard Mechanical Inspector license; Standard Plumbing Plan Examiner license; Standard Mechanical Plan Examiner license issued by the State of Florida; or be able to obtain Provisional State of Florida licenses within 90 days of date of employment.

APPROVALS

Department Head:

Name: JOE PASKALIK

Signature: Joe Paskalik

Date: 8-25-06

Division Director:

Name: Ty Symroski

Signature:

Date: 8/31/2-6

County Administrator:

Name:

Signature:

Date: 9/25/06

Position Title: SR. INSPECTOR PLUMBING	**Class Code**:	**Position Level**: 10

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

Signature:

Date: