



**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	Community Development
<b>DIVISION:</b>	Building & Inspections Services
<b>POSITION TITLE:</b>	Plumbing/Mechanical Inspector
<b>PAY GRADE/RANGE:</b>	A29/\$30.48-\$39.182
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	
<b>OPENING DATE:</b>	<b>January 14, 2019</b>
<b>CLOSING DATE:</b>	<b>February 4, 2019</b>

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

**NATURE OF WORK:**

This position is a strong customer service oriented position that inspects plumbing and mechanical installations for conformance to governmental codes, sanitation standards, and construction specifications. The work also involves maintaining written reports on each inspection and complaint, and entering the data into the City's computerized tracking system. Additionally this position does plan reviews of plumbing and mechanical systems in proposed projects submitted to the City for building permits.

**ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):**

- Inspects residential, institutional, commercial, and industrial plumbing and mechanical systems for conformance to laws and codes and approved plans and specifications, and provides contractors or owners with written Field Inspection Reports.
- Inspects water-supply systems, drainage and sewer systems, water heater installations, fire sprinkler systems, HVAC systems, and air and gas piping systems for approved materials, specified pipe size and connections, required grade and fitting, approved backflow prevention devices, required bracing, ventilation, air-and-water-tightness, and thorough penetration fire stopping systems.
- Performs minor structural inspections as needed.
- Interviews Plumber (construction) working in jurisdiction to determine possession of valid occupational licenses.
- Reviews plumbing and mechanical permit applications, building plans and specifications and composes plan review comments, utilizing standard word processing software. Verifies payment of fees.
- Reviews complaints concerning alleged violations of plumbing and mechanical code, gathers evidence, and appears in court as witness.

- Keeps records of inspections performed, and corrections recommended and secured. Enters inspection results and complaints into City's computerized permit tracking system.
- Responds to plumbing and mechanical related questions via phone, email or in person.
- Performs other duties as required or assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Must possess a High School Diploma, GED, or higher.
- Must possess seven (7) or more years of work experience as a licensed Plumber, preferably supplemented with knowledge of mechanical systems.
- Must be certified as a Plumber and possess a State of Illinois Plumbing License and maintain it as a condition of employment.
- Must possess State of Illinois Plumbing Inspector Certification.
- Certification by the Illinois Environment Protection Agency as Cross-Connection Control Device Inspector is preferred.
- Must possess a valid driver's license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
  - Considerable hands-on plumbing and mechanical experience and code knowledge.
  - Ability to interpret and apply plumbing and mechanical codes in a variety of situations, including but not limited to commercial, residential, etc.
  - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
  - Geometry-ability to perform deductive axiomatic geometry, plane and solid, and rectangular coordinates.
  - Shop Math-ability to use practical application of fractions, percentages, ratio and proportion, measuring, logarithms, slide rule, practical algebra, geometric constructions, and essentials of trigonometry.
  - Ability to read periodicals, professional journals, manuals, dictionaries, thesauruses, and encyclopedias, blueprints/building plans, municipal codes and ordinances.
  - Ability to prepare business letters, summaries, plan reviews and reports, inspection records, and court documents when necessary.
  - Ability to speak on professional matters to a variety of people including, but not limited to citizens, contractors, co-workers, etc., relating to inspections and plan reviews performed during the course of business in order to identify deficiencies, etc., so that the appropriate corrections can be made in compliance with any/all municipal codes and professional regulations.
  - Familiarity with the current edition of the State of Illinois Plumbing Code, the 2012 International Mechanical Code the 2012 International Fuel Gas Code, 2012 International Residential Code and the current edition of the Illinois Accessibility Code.

- Ability to be on-call to respond to emergencies during non-working hours.

**PHYSICAL REQUIREMENTS OF WORK:**

Ability to lift medium weight objects, open and close building windows and doors, apply pressure to building components as part of inspection.

Ability to use and operate inspection tools and equipment.

Ability to work indoors with possible exposure to human, animal and rodent fecal matter; rodents and pests; inadequate ventilation, lack of light, filth and other unsanitary conditions.

Ability to work outdoors in a variety of weather conditions.

Ability to perform moderate manual work daily including sitting, standing, walking, bending, stooping and climbing.

Smelling-distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of odors, or recognizing particular odors, using the nose.

Ability to focus on small and distant objects, recognize depth of objects, stand for long periods of time, work outdoors at night with reduced lighting, talk and hear.

Ability to use machines, tools, equipment, and work aids of those commonly associated with this type of work including but not limited to automobile, flashlight, room thermometer, cellular telephone, code books, tape recorder, personal computer, software, measuring devices, hammer, screw driver, shovel, awl, camera, electrical devices, protection devices.

**SUPERVISION:**

The employee is supervised by the Supervising Structural Inspector and the Building and Inspection Services Division Manager in the Department of Community Development. Employee is responsible for completing work according to City work rules and safety regulations. Guidance is provided via the City Code, City policies and procedures, and applicable state and federal laws and regulations. Performance is reviewed through observation, completion of projects, status reports, and meetings. Work is evaluated at least annually with respect to job knowledge, communication skills, customer service, ability to work productively and effectively with co-workers at all levels in the organization as well as the community, businesses and other similar groups, and the general public, and performance in accordance with this classification standard.

**PUBLIC CONTACT:**

The employee has daily contact with other City employees, property owners, agents, and contractors. Employee will work with other departments in the course of permit processing which may include Public Works, the City Collector, Health Department and

Fire Department, as well as other Departments or Divisions as appropriate. Excellent customer service skills are paramount.

**SELECTION METHOD TYPE OF ELIGIBILITY LIST LIFE OF ELIGIBILITY LIST**

Structured Oral Interview

Qualifications Assessment

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***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).*