



## **Mechanical Inspector 3**

**Category:** Classified  
**Pay Grade:** C26  
**Job Code:** 12080

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs advanced technical and supervisory work examining mechanical heating, air conditioning, ventilation, and fire protection systems installation plans and specifications and performing field inspections to determine compliance with applicable codes; performs review of plans prior to the issuance of mechanical and fire protection permits for both commercial and residential establishments and the field inspection thereof; holds discussion with contractors, builders, and owners regarding approval or disapproval of submitted plans for conformity with the design and safety aspect of the proposed installation to the requirements of the applicable codes; furnishes technical advice and assistance to Mechanical Inspectors 1 and 2 regarding unusual or difficult problems encountered.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, directs, and reviews the work of subordinate inspectors; provides assistance and advice on difficult and unusual situations when necessary;
- Reviews and processes plans and specifications submitted for mechanical and fire protection system permits, checking for compliance with existing codes and standards;
- Advises the applicant in preparing or modifying plans or specifications as required;
- Fields incoming calls regarding related systems;
- Furnishes technical advice and information to field and office personnel within the limits of authority assigned by the Chief Mechanical Inspector;
- Researches abandoned permits and violations;
- Interviews and assists in the hiring of new staff, trains new personnel and conducts performance evaluations;
- Plans, coordinates, and conducts training courses for field inspectors when so directed;
- Assists in the preparation for prosecution of code violators and represents the County at court hearings;
- Prepares and maintains technical records and reports and performs other clerical and administrative work;
- Routes and schedules field inspection work and other assigned duties;
- Performs as Division Supervisor;
- May perform data entry and retrieval functions in researching violations and scheduling inspections;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Must possess valid certification as a Mechanical Inspector as recognized by the State of Florida (Certificate) and six (6) years of experience as a trades foreman, contractor, or at a similar supervisory level, or four (4) years as a mechanical inspector; or a certification and an Associate's degree in an engineering, planning, construction, or related field; or completion of a two-year vocational or technical diploma or certification in a related field and four (4) years as a mechanical inspector; or a certification and a Bachelor's degree in

mechanical engineering, construction, or related field and two (2) years as a mechanical inspector; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must obtain a Florida Plans Examiner Certificate within two (2) years of employment and maintain the related continuing education as required by Florida.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of the methods and practices involved in constructing, installing, and operating a variety of mechanical and fire protection systems installations, equipment, and appliances, and of standard mechanical and fire protection systems testing devices;
- Knowledge of possible defects and faults in heating and air conditioning installations;
- Knowledge of the codes and regulations governing mechanical and fire protection systems work and building construction in the County;
- Knowledge of the materials and methods used in mechanical and fire protection systems installations and of the stages of construction when possible defects and violations may most easily be observed and corrected;
- Skill in enforcing code regulations with tact and uniformity;
- Ability to train and supervise the work of subordinate staff;
- Ability to apply computer applications and software;
- Ability to read and interpret construction, mechanical, and fire protection systems diagrams, plans, and blueprints and to recognize deviations from such plans in the construction and installation process;
- Ability to secure a Mechanical Contractor's Certificate of Competency if required at time of appointment;
- Ability to complete the continuing education required by the state.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.