

CLASS SPECIFICATION FOR
Mechanical/Plumbing Inspector Supervisor

GENERAL STATEMENT OF DUTIES: Supervises a County-wide inspection program for plumbing and mechanical equipment and systems to ensure and enforce compliance with applicable codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans and assigns work of subordinates and reviews their reports. The incumbent regularly exercises technical judgment and discretion based on familiarity with the mechanical and plumbing codes and other references. This class differs from the Mechanical/Plumbing Inspectors in that the Mechanical/Plumbing Inspector Supervisor supervises the inspectors, makes the more difficult inspections, and resolves conflicts between inspectors, contractors, and others subject to code regulations. Work is performed under the general supervision of the Deputy Building Official.

EXAMPLES OF WORK (illustrative only):

- Supervises and assigns work of Mechanical/Plumbing Inspectors, Residential Combination Inspectors, and Senior Residential Combination Inspectors;
- Performs mechanical and plumbing inspections on new and existing commercial and residential buildings for compliance with plans, specifications, and plumbing and mechanical codes;
- Confers with inspectors on reported complaints, makes assignments and follows up when necessary;
- Issues notices for violations of regulations and abatement of nuisances;
- Confers with the mechanical and plumbing trades on methods of compliance with regulations;
- Reviews reports of inspectors;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge in the theory and practice of the design, construction and operation of fuel burning, air conditioning, refrigeration and ventilation equipment; considerable knowledge of mechanical codes and ordinances; ability to lay out work for and supervise the field work of Mechanical/Plumbing Inspectors, Residential Combination Inspectors, and Senior Residential Combination Inspectors; proven leadership, customer-service and team-building skills; ability to establish and maintain satisfactory and effective working relationships with customers.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, preferably supplemented by coursework in the mechanical/plumbing trade, and five (5) years of experience in mechanical and plumbing installation, enforcement or related experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be certified in trade field in accordance with the certification program of the Department of Housing and Community Development within three (3) years of date of employment. Shall participate in additional/ongoing training as mandated by the Department of Housing and Community Development.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.