

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF007 Chief Plumbing Inspector
POSITION #/TITLE: 0862 Chief Plumbing Inspector	Adopted: 07-97
	Revised: 05-16

POSITION DESCRIPTION

Dept: Building Services	Manager Level: Lead Worker
Salary Plan/Description: AFS/AFSCME	Salary Grade: 36
Reports To Position #/Job Code #/JC Title: 2582/NB454/Building Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service Exam
Personal Protective Equipment: Head, Foot, Protective Clothing	

General Statement of Duties

Provides technical services and oversight to assure that buildings constructed in the City are safe for use and occupation, in compliance with the City plumbing codes and other relevant laws and ordinances. Provides other duties as assigned.

Distinguishing Features of the Class

Works under general supervision in the field, supervised from central office. Exercises discretionary authority in making decisions concerning code violations and compliance.

Examples of Essential Work (Illustrative Only)

Assumes primary responsibility for enforcement of Cedar Rapids Plumbing Code;
Coordinates the activities of the plumbing inspection section in cooperation with other inspection sections and chiefs;
Reviews and interprets plumbing code which regulates the inspection and installation of plumbing systems, as well as related codes, ordinances, and laws; provides work direction to other plumbing inspectors engaged in enforcement of same;
Plan review and approval as needed;
Investigates special problems, technical data or other matters relating to plumbing inspection, plan review, files oral or written reports on same; communicates with contractors and the general public, orally or in writing;
Coordinates public licensing in compliance with plumbing code;
Writes and reviews licensing exam; makes recommendations to licensing board;
Performs duties of plumbing inspector, as necessitated by section workload;
Maintains manual and computerized inspection records;
Makes recommendations to improve section operations and procedures;
Initiates legal action as necessary to obtain compliance with plumbing codes;
Maintains liaison with board of appeals; acts as secretary to board; presents departments case on appeals;
Prepares correspondence related to Cedar Rapids Plumbing Code;
Attends staff meeting;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of functions and operations of plumbing installations and systems in building construction;
Knowledge of City plumbing codes and other laws and ordinances relating to plumbing installations in buildings;
Knowledge of building safety standards;
Knowledge of job-specific policies and procedures established for the work system;
Skill in relating observations of conditions to plumbing code provisions and safety standards;
Skill in work management;
Ability to operate the following equipment and tools: hand tools of the construction trades, and motor vehicles;
Ability to work under direction; exercises considerable discretion in supervision of plumbing inspection section activities;
Ability to provide excellent customer service to internal and/or external customers per city and departments standards;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED; and
Four years experience in the construction trades at the journeyman level or equivalent, including supervisory experience in the construction trades; and
Additional consideration for two years continuous service as a plumbing inspector for a county or municipality; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Current Cedar Rapids Journeyman's license;
Valid Iowa Driver's License;
Ability obtain International Plumbing Code (IPC) or Uniform Plumbing Code (UPC) Certification as plumbing inspector within 12 months of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to observe plumbing code provisions and safety standards;
Sufficient personal mobility, which permits the employee to visit various work areas and a wide variety of construction sites in the City to perform inspections where work is being done.