

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF008 Mechanical Chief Inspector
<b>POSITION #/TITLE:</b> 0812 Mechanical Chief Inspector	<b>Adopted:</b> 07-97
	<b>Revised:</b> 03-09

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Code Enforcement	<b>Manager Level:</b> Lead Worker
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 36
<b>Reports To Position #/Job Code #/JC Title:</b> 1261/NB313/Building & Trades Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Civil Service Exam
<b>Personal Protective Equipment:</b> Head, Foot, Protective Clothing	

<b>General Statement of Duties</b>
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Provides technical services and oversight to assure that buildings constructed in the City are safe for use and occupation, in compliance with the City mechanical codes and other relevant laws and ordinances.

<b>Distinguishing Features of the Class</b>
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Works under general supervision in the field supervised from central office. Exercises discretionary authority in making decisions concerning mechanical code violations and compliance.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assumes primary responsibility for enforcement of Cedar Rapids Mechanical Code;  
Coordinates the activities of the mechanical inspection section in cooperation with other inspection sections and chiefs;  
Reviews and interprets mechanical code which regulates the inspection and installation of mechanical systems, as well as related codes, ordinances, and laws; provides work direction to other mechanical inspectors engaged in enforcement of same;  
Investigates special problems, technical data or other matters relating to mechanical inspection, files oral or written reports on same; communicates with contractors and the general public, orally or in writing;  
Coordinates public licensing in compliance with mechanical code; makes recommendations to licensing board;  
Performs duties of mechanical inspector;  
Maintains manual and computerized inspection records;  
Wears and properly uses safety equipment including personal protective equipment;  
Makes recommendations to improve section operations and procedures;  
Initiates legal action as necessary to obtain compliance with mechanical codes;  
Maintains liaison with board of appeals; acts as secretary to board; presents department's case on appeals;  
Prepares correspondence in relation to Cedar Rapids Mechanical Code;  
Reviews and approves mechanical plans;  
Attends staff meetings;  
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 mechanical installations and systems in building construction;  
Knowledge of City mechanical codes and other laws and ordinances relating to mechanical installations in buildings;  
Knowledge of building safety standards;  
Knowledge of job-specific policies and procedures established for the work system;  
Ability to properly utilize the following equipment and tools: hand tools of the construction trades and motor vehicle, personal protective equipment, and gas detectors;  
Ability to work under direction, exercises considerable discretion in execution of mechanical inspection section activities;  
Ability to perform inspections at construction sites;  
Skill in relating observations of conditions to mechanical code provisions and safety standards;  
Skill in work management;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job 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  
Two years continuous service as a mechanical inspector for a county or municipality and current Cedar Rapids Journeyman's license; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Drivers license;  
ICBO certification as a mechanical inspector.

### **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 check construction plans and specifications and make field inspections;  
Sufficient manual dexterity and personal mobility which permits the employee to inspect buildings under construction.