



CITY OF McALESTER
NOTICE OF JOB POSTING

JOB TITLE: INSPECTOR (PLUMBING AND/OR MECHANICAL)

TO: ALL APPLICANTS
FROM: SHEILA MALDONADO, HR COORDINATOR
RE: JOB OPENING

There is a **full-time** position open in the **Planning & Community Development Department** for an **Inspector (Plumbing and/or Mechanical)**.

CLASSIFICATION: 120-1 TO 120-20

PAY RANGE: \$16.519 TO \$19.956 (based on experience)

DUTIES: See Attached Job Description

APPLICATION PROCEDURE: Applications may be picked up from the Human Resources office located on the first floor.

OPENING DATE: MONDAY, OCTOBER 2, 2017
CLOSING DATE: UNTIL FILLED

The City of McAlester is an EQUAL OPPORTUNITY EMPLOYER.

**CITY OF MCALESTER
POSITION DESCRIPTION**

TITLE: INSPECTOR – PLUMBING AND/OR MECHANICAL

DUTIES

GENERAL DESCRIPTION

The essential function of the position within the organization is to insure all City building codes and zoning ordinances pertaining to new construction, alteration, replacement and repair of residential and commercial buildings are adhered to.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs inspections of residential and commercial construction projects and ensures compliance with plumbing, mechanical and/or fuel gas codes.

Provides professional communication to assist contractors, developers, property managers, realtors and other construction industry members in understanding code issues or interpretations.

Receives customer inquiries and complaints and conducts investigations and related inspections to enforce applicable codes, regulations, and procedures.

Writes official notices for applicable ordinance, code, and safety hazard violations and maintains records, documentation, and other related work using a computer

Interprets various codes relating to residential and commercial construction and provides technical assistance in addition to identifying and resolving issues or notifies appropriate resource for follow up and problem resolution

Reviews and enforces construction plans and specifications to monitor and determine compliance issues and participates with office personnel in the reviews of permit applications and the processes and issuances of permits

Assists in the coordination of the final inspection with subcontractors and the general contractor for issuance of the occupancy permit

Receives, reviews, processes and issues trade licenses and registrations to the construction trade performing work within the City limits.

Assists in the review and inspections of sign and pool installations

Represents the City in court as an expert witness and during prosecution of code violators

Operates a City vehicle

Completes other tasks, including census work, providing information, and others as mentioned in "Purpose of Job" Section.

Performs other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires associate’s degree or the equivalent of two years of college or vocational school education and shall have at least three (3) years continued practical progressive experience in plumbing, mechanical, electrical, or building construction work; this experience should include possession of the appropriate trades license as determined by the vacancy and based on City needs or an equivalent combination of training and experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires specialized training to satisfy the State licensing requirements; national certification required as a residential and commercial plumbing and/or mechanical inspector or equivalent ICC certification and licensed by the state as an unlimited inspector. Possession of a valid Oklahoma Class "D" Operator's License.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related experience such as considerable knowledge of materials, methods and techniques used in residential and commercial construction; considerable knowledge of possible defects and faults in residential and commercial construction and effective corrective measures; and considerable knowledge of federal, state and local electrical codes and regulations pertaining to residential and commercial construction.

Ability to read and interpret plans, specifications and blueprints quickly and accurately to compare with construction in process; ability to enforce regulations with firmness, tact and impartiality; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requirements include arm and hand steadiness and finger dexterity enough to use a telephone, computer, smart phone and/or other mobile device(s); occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, and twisting;

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards. May be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, heights, and traffic.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of McAlester is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.