



The City Beautiful

City of Coral Gables Job Description

Job Title: Chief Plumbing Official
Department: Development Services
Classification: 1107
Pay grade: 26EB
FLSA: Exempt

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Summary

Performs a variety of routine and complex technical, supervisory and administrative work in plans review and analysis, inspection, and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to the installation of plumbing equipment and systems. Provides technical assistance to field inspectors relating to the installation, operating of plumbing systems and allied equipment installed or maintained on private property. Exercises considerable initiative and independent judgment under the general direction the Building Director or designee.

Essential Duties and Responsibilities

Schedules and assigns work of inspectors, renders technical advice and assistance and evaluates work performance. Develops operating procedures, subject to the provisions of established laws, ordinances, and department policy.

Coordinates plumbing work schedules along with other trade inspectors and with other City departments if required. Schedules and participates in annual inspection of commercial businesses for occupational licensure.

Makes preliminary, periodic, and final inspections on plumbing systems, septic tanks and soakage pits to check for compliance with the provisions of all applicable codes and plumbing ordinances; inspects water cross connection systems for defective materials, proper pipe sizes, grade waste pipe, adequate air chambers and proper valves on hot water systems to determine that they are the quality and capacity required by law; inspects fitting for proper size, grades and fastenings and for fire hazards. Tests installations of piping by inspecting pressure gauges to ascertain if all installations are air and water tight.

Inspects and supervises the testing of fire protection equipment and inspects all plumbing on private property.

Inspects existing and new installation of fuel gas lines, pipes, storage tanks and appliances for compliance with laws and regulations.

Inspects ground work prior to laying of plumbing. Inspects plumbing installed above the ground. Inspects septic tank and drainage fields, dry wells, soak pits, and grease interceptors, if installed. Makes complete re-inspection upon completion of buildings and inspects all visible plumbing.

Issues notices to persons involved where plumbing installations are found to be defective; makes recommendations on correct methods of installation. Authorizes the condemnation of faulty and hazardous installations; issues stop work orders, issues permits.

Maintains record of investigations. Prepares reports, inspections and investigations as required. Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.

Examines plans prior to issuing permits. Approves or rejects plans in accordance with applicable codes.

Assists and advises architects, engineers, specialty contractors, homeowners and building owners and associates, City officials and the general public on plumbing matters.

Performs related duties as required.

Knowledge, Skills, and Abilities

Extensive knowledge of the national, state and local plumbing codes including all other applicable codes such as, but not limited to, Miami Dade County Code, National Fire Protection Association Codes, safety standards and related ordinances and regulations. Extensive knowledge of plumbing materials and product control standards, methods and practices involved in installing, operating, repairing and maintaining plumbing systems, equipment and appliances, and of standard testing devices. Knowledge of OSHA standards, rules and regulations. Knowledge of building construction materials and methods of stages of construction when possible violations and defects may most easily be observed and corrected. Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, contractors, architects, engineers and the general public. Ability to understand and work from plans, drawings and diagrams; prepare complete and accurate records.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is performed both in an office and outdoors. Requires inspection of various land use developments, construction sites and/or field supervision. Must be able to lift, carry and or push articles weighing up to 20 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders. Walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Any combination of education and experience equivalent to graduation from high school.

Must be qualified as one of the following in accordance with the Miami-County Code of Ordinances:

1. A Master Plumber having held a certification by the Miami-Dade County Construction Trades Qualifying Board for a period of at least five years and having five years of field experience under that certification.
2. A State Certified Plumber Contractor having held a certification by the Florida Construction Industry Licensing Board for a period of at least five years and having five years field experience under that certification.
3. A Florida licensed Professional Engineer having obtained a license pursuant to examination in the mechanical discipline and having had five years of field experience under that license.

Must obtain Chief Plumbing Official license from the State and County within 90 days of employment.

Valid Florida driver's license.