



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Mechanical Inspector  
**Department:** Development Services  
**Classification:** 3111  
**Pay grade:** 24CB  
**FLSA:** Non-Exempt

**Prepared Date:** 06/2013

**Approved By:**

Jane Tompkins

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### **Summary**

Performs a variety of routine and complex technical work in inspection and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to mechanical installations throughout the City. Exercises considerable initiative and independent judgment under the general direction of the Chief Mechanical Official.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Inspects, tests and approves mechanical installations, major and minor repairs for conformance with regulatory code during construction and upon completion of structures.

Inspects boilers and other pressure vessels, elevators, escalators, other mechanical or land lifts, ventilators, air conditioners, gas pipes and appliances in order to determine their conformity to legally establishes requirements.

Investigates complaints involving violations of the mechanical code or illegal mechanical practices.

Discusses mechanical installations with contractors, property owners and other interested parties. Explains and interprets plumbing codes and standards.

Prepares inspection reports. Handles correspondence and performs general office work in connection with inspections.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Extensive knowledge of the national, state and local mechanical 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. Knowledge of the installation and maintenance requirements of commercial air conditioning, refrigeration, heating, ventilating and fuel gas systems. 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 establish and maintain effective working relationships with 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, use hands to fingers, 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, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. 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 physical 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**

High school diploma or equivalent.

Must be certified by the Board of Rules and Appeals and shall have one of the following:

At least five years of field experience as a Certified Journeyman General, Master Mechanical or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board;

**or**

At least five years field experience as a state Certified Mechanical Contractor issued by the Florida Construction Industry Licensing Board with not less than five years of field experience working in the areas of jurisdiction of this Chapter.

Must obtain Mechanical Inspector license from the State and County within 90 days of employment.

Valid Florida Driver's License