

**CHIEF INSPECTOR**  
**Heating & Air Conditioning (mechanical)**

<b>DEPARTMENT:</b>	<b>BUILDING INSPECTION</b>
<b>SALARY/GRADE:</b>	<b>See MUNICIPAL EMPLOYEES CONTRACT</b>
<b>FLSA:</b>	<b>NON EXEMPT</b>
<b>CIVIL SERVICE:</b>	<b>INCLUDED</b>
<b>BARGAINING UNIT:</b>	<b>LOCAL 353</b>

**GENERAL STATEMENT OF DUTIES:** Skilled technical position under the general direction of the Building Official responsible for performing on site inspections to secure compliance with City of Waterloo ordinances and regulations governing the installation, repair and operation of heating, air conditioning and other mechanical equipment with the aptitude to be certified in electrical, plumbing and building inspection.

**JOB DESCRIPTION:** Employees in this classification shall be required under the direction of the Building Official to perform a wide variety of technical work assignments, including but not limited to the following:

- Examines the plans and specifications for mechanical construction alterations and repairs.
- Inspects new and existing mechanical controls including thermostats, limit switches, safety pilots, fan controls and other devices in residences, businesses, public and private buildings for conformance with safety standards, laws and ordinances.
- Checks work on required permits to see that mechanical work complies with ordinances and regulations and recommends methods for improvement.
- Maintains records of work performed.
- Assists citizens and contractors in answering questions concerning installation and repair of heating and air conditioning equipment and systems.
- Issues written or verbal orders for corrections of violations of City ordinances.
- Investigates complaints relative to violations of air pollution standards.
- Works with the heating board in enforcement of applicable city ordinances.

**ESSENTIAL FUNCTIONS:** These functions are considered essential for successful performance in this classification:

- 1) Ability to stoop, kneel, squat, climb, or bend/crouch sometimes in cramped or difficult to reach areas.

- 2) Required to move physically from one City facility or work site to another by walking and/or driving a vehicle.
- 3) Required to work from flat surface roof up to 24 feet in the air.
- 4) Able to walk on uneven ground.
- 5) Required to work outdoors in all types of weather extremes for extended periods of time. Working environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy, low visibility; mechanical and electrical hazards may be present; atmosphere may contain dust and fumes.
- 6) Required to possess color vision necessary to identify indicator lights on electronic control panels, etc.
- 7) Required to possess depth perception and peripheral vision while driving, climbing, walking, carrying, or standing.
- 8) Ability to hear, understand and carry out written and verbal instructions and to respond verbally to questions from supervisors, coworkers, and members of the public.
- 9) Ability to read and write the English language, to hear, see and communicate with coworkers, contractors, members of the public, and public officials.
- 10) Able to work safely around moving machinery; able to work safely in busy traffic areas and construction areas.
- 11) Ability to observe and enforce appropriate safety precautions.
- 12) Required to wear personal protective equipment such as safety shoes, safety eyewear, safety vest, hearing protection.
- 13) Ability to assess complex mechanical problems involved in journeyman level heating and air conditioning operations.
- 14) Required to use independent judgement to recognize and solve problems as they apply to City ordinances.
- 15) Decision making ability in reference to code enforcement.
- 16) Ability to work independently and with others with minimum supervision.
- 17) Regular attendance on the job and at the work site is required.

**MINIMUM QUALIFICATIONS:**

- 1) High school diploma or GED.

- 2) Journeyman status in heating and air conditioning with at least five (5) years experience.
- 3) Considerable knowledge of standard practices, tools, and terminology of the heating and air conditioning trade.
- 4) Able to read and work from blueprints, plans and diagrams.
- 5) Required to pass examination certifying competency on the ICBO Uniform Mechanical Code within one (1) year from date of employment;
- 6) Possess aptitude to obtain certification in electrical, plumbing and building inspection within two (2) years from date of employment.
- 7) Satisfactory driving record based on the City of Waterloo driving record point system. Employment is contingent on a satisfactory driving record.
- 8) Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination by a physician of the City's choice including a drug profile screen, to determine if an applicant is capable of performing the essential functions of this job classification.
- 9) Required to submit to Civil Service examination procedures including oral interview testing.

#### WORK SCHEDULE

Generally 7:30 a.m. to 4:00 p.m. Monday through Friday. Hours may vary based on flexible scheduling or needs of the department.