

Norfolk, Massachusetts

POSITION TITLE: Sheet Metal / Mechanical Inspector

STATEMENT OF DUTIES

Position performs technical inspection work for the Building Department, including Application and plan review, visits and inspections of sheet metal systems: evaluating systems to determine compliance with applicable regulations, codes, and ordinances; and issuing findings and recommendations.

Supervision

Employee works under the general direction of the Building Commissioner. Employee plans and prioritizes work in accordance with standard practices and previous training and is expected to solve problems by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Job Environment

Employee is required to be available to review new applications and plans within 48 hours of submission of normal building department hours and fulfill inspection requests within 48 hours of request. Inspection requests may be submitted by email, voicemail or via the office. The employee is required to be available 24 hours a day, 7 days a week for emergency response.

Position responsibilities require judgment in interpreting and applying complex sheet metal/mechanical codes and regulations to ensure compliance of sheet metal/mechanical systems being inspected. Work consists of practical application of variety of concepts, practices and specialized techniques relating to inspection procedures. Assignments typically involve inspecting, testing or evaluating compliance with established codes and gathering, analyzing and evaluating facts or data using specialized fact finding techniques to determine the cause of violations or hazards.

Errors could result in a delay or loss of service, damage to buildings or property, personal injury/loss, injury to other employees, monetary loss or legal repercussions.

The position has constant contact with contractors, the public, town departments, and state agencies. The purpose for these contacts is to conduct inspections, issue permits to trades-people, give recommendations, and provide information and assistance regarding department policies and procedures. Contacts are made in person, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration of various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if work is similar, related, or logical assignment to, or extension of, the position.

Essential Functions

1. Reviews sheet metal systems to determine compliance with applicable regulations and codes; records findings and recommendations and reports deficiencies to the Building Commissioner, or appropriate authority as necessary.
2. Review plans of proposed projects, provides input and recommendations regarding sheet metal and systems as needed; interprets and explains code meanings.
3. Investigates complaints from citizens regarding perceived violations of the Town's adopted codes by calling and visiting locations in questions.
4. Suggests alternative equipment or plans to bring suspect work into compliance.
5. Processes and issues permits; records and maintains file of permits issued and their status.
6. Prepares reports as requested.
7. Attends meetings with tenants, builders, and other inspectors, as required.
8. Issue violation notices and attends court proceedings as required.
9. Performs other duties as assigned by the supervisor.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in the field visiting loud construction sites. Employee is required to stand, walk, talk, listen/hear, use hands, reach with arms and hands, and taste and smell more than 2/3rd of the time; climb or balance, stoop, kneel, crouch, or crawl up to 2/3rd of the time; and sit to 1/3rd of the time. Employee occasionally lifts up to or more than 100 pounds. Employee is exposed to outdoor weather conditions more than 2/3rd of the time; high places, confined spaces, toxic or caustic chemicals up to 2/3rd of the time; and fumes or airborne particles, extremes of heat and cold, the risk of radiation or electric shock, near moving mechanical parts, and work with explosives up to 1/3rd of the time. Equipment operated includes; light truck, automobile, hand tools, office equipment, computer, and testing equipment for sheet metal/mechanical systems inspections. Normal vision is required for the position.

Education and Experience

A candidate for this position should have a High School diploma or equivalent and have advanced training in sheet metal systems and code enforcement, and three to five years' experience in the installation and design of sheet metal/mechanical installations and repair work; or an equivalent combination of education and experience. Licenses and certificates required include: a valid

Massachusetts Master Sheet Metal License and a valid driver's license. Applicant must be certified as a Local Inspector within 18 months of employment.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Strong knowledge of state and local sheet metal codes and regulations
- Considerable knowledge of the methods, tools, and techniques of the trade

Skill in:

- Communication, both orally and in writing
- Recognizing defects in residential and commercial sheet metal/mechanical systems

And ability to:

- Instruct others in methods and practices, to read and interpret blueprints and specifications
- Perform the physical requirements of the position
- Prepare technical reports
- Establish and maintain harmonious working relationships with co-workers and the public