



Office of Human Resources

Mechanical Inspector

General Statement of Duties

Inspects installation and operations of boiler, refrigeration, heating, and ventilation systems to ensure compliance of related codes within the Denver Building Code and Amendments related to the International Mechanical Code, International Residential Building Code, International Fuel and Gas Code, and Amendments to these codes.

Distinguishing Characteristics

This class is distinguished from other trades inspector classes (Public Safety Inspector, Plumbing Inspector, Electrical Inspector, and Construction Inspector) that inspect other specific, licensed and/or certification trades areas. The Mechanical Inspector is distinguished from the Chief Trades Inspector class that performs supervisory work over trades inspectors engaged in the enforcement and compliance of related codes within Denver Building Code, Amendments, and other codes related to the specific trades area.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Performs complex on-site inspections of new and existing heating, ventilation, air conditioning, boilers, and refrigeration systems installations and operations in all classes and occupancies of buildings to ensure and enforce compliance of related codes within the Denver Building Code and Amendments related to the International Mechanical Code, International Residential Building Code, International Fuel and Gas Code, and Amendments to these codes.

Determines compliance or non-compliance with code requirements and recommends appropriate corrections, enforcement, and/or compliance action to remedy the compliance issue(s).

Investigates complaints of code violations, recommends appropriate corrective and/or enforcement action which may include issuing “stop work” orders, summons, and/or canceling permits; and reinvestigates to verify code compliance.

Interprets and explains rules, regulations, ordinance, and standards to property owners, contractors, and the public.

Prepare written reports and maintains records of inspections performed.

Complies with standard safety rules and procedures common to the trade.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Decision Making - Specifies goals and objectives to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Skill in conducting investigations to ensure compliance with applicable rules, regulations, standards, and codes.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Five (5) years of journeymen level HVAC experience or HVAC inspection work.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Possession of the following certification(s) by the end of the probationary period. Certifications must be maintained as a condition of continued employment.

Possession of an International Code Council Certification (ICC) as a Mechanical Inspector.

OR

Valid Journeyman Certificates in Heating and Ventilation and Refrigeration plus two of the following certificates – Steamfitter, Boilermaker, or Stationary Engineer either issued by the City and County of Denver or the International Code Council.

By position, requires other designated certifications by the end of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or

Exposed to hazards from electro/mechanical/power equipment.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Stooping: bending the body by bending spine at the waist.

Balancing: maintaining body equilibrium to prevent falling over.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Climbing: ascending or descending objects usually with hands/feet.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Eye/Hand/Foot Coordination: performing work through using two or more.

Reaching: extending the hand(s) and arm(s) in any direction.

Crouching: bending body downward and forward by bending legs.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Far Acuity: ability to see clearly at 20 ft. or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

FLSA Code: N

Management Level: 9

Established Date: 8/1/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: