

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>PLUMBING INSPECTOR</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Class</b>	<b>Grade 7</b>
<b>Effective Date</b>	<b>May 2018</b>

### General Statement of Duties

Performs skilled inspection work for compliance with the Idaho State Plumbing Code, municipal ordinances and regulations governing new or existing plumbing installations; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to inspect the plumbing installations for the City of Caldwell. The work is performed under the general direction and supervision of the Building Official; however, considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and working in cramped spaces, although some work is accomplished in a general office environment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPOSIBILITIES

- Inspects plumbing installations and reviews plans for code compliance with Uniform Plumbing Code;
- Inspects residential and commercial buildings for defective plumbing;
- Posts corrections on plumbing code violations at installations sites;
- Checks plumbing permits to assure that installed fixtures coincide with those on permit;
- Checks sewer and water lines for grade, support, flow testing, and leaks;
- Inspects fixtures for proper venting and wasting;
- Investigates complaints and recommends corrections;
- Inspects completed installations for workmanship and use of proper materials;
- Confers with supervisor on difficult enforcement problems;
- Answers questions and furnishes public information regarding plumbing activities;

- Responds to questions and provides explanations to contractors, property owners and general public on code compliance and permit issues;
- Maintains records of plumbing permit activity, inspections and related activities;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment;
- Respects the opinions of others and maintains a positive and professional working relationship with co-workers, City employees, contractors, business owners, general public, and other agencies;
- Accepts changes in work assignments and/or how work is performed and performs in a timely manner.
- Performs other related duties as assigned.

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

- Comprehensive knowledge of the methods and practices involved in performing plumbing inspections;
- Comprehensive knowledge of plumbing practices and requirements for commercial, industrial and residential installations;
- Ability to interpret the Uniform Plumbing Code and related ordinances;
- Ability to detect defects in plumbing systems and to recommend their correction;
- Ability to read and interpret plans and specifications accurately and compare them with construction in progress;
- Ability to be trained and obtain certifications in related codes, such as Building Codes and Mechanical Codes to assist other inspectors with inspections;
- Ability to plan, organize and manage plumbing inspections and related projects;
- Ability to observe and document requirement violations;
- Ability to communicate effectively and establish and maintain working relationships with property owners, attorneys, contractors, developers, consultants, permit applicants and the public both orally and in writing, using both technical and non-technical language;
- Ability to prepare accurate and reliable reports containing regulation and ordinance interpretations, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under

the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from High School or GED, supplemented by specialized education in Plumbing Inspection Technology; and
- At least five (5) years experience in plumbing installation; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a current and valid Idaho State driver's license.
- Possession of an Idaho Certificate of Competency.
- Possession of an Idaho Journeyman Plumbers License.
- Possession or ability to obtain the I.A.P.M.O. Certification as a Plumbing Inspector within one (1) year.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe construction practices, perform inspections, and review a wide variety of written and electronic materials and information;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment, operate a vehicle, and handle construction tools used in the building construction trade;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move freely at construction sites and conduct on-site inspections of construction activities, including climbing ladders, working in small confined spaces and maneuvering in trenches and rough terrain.

Approved by: \_\_\_\_\_

Public Works Director

Date: \_\_\_\_\_