

**Job Title:** Mechanical Inspector  
**Department:** Community Development – Building  
**Reports To:** Mechanical Inspection Supervisor  
**Open Date:** April 26, 2021  
**Close Date:** Open Until Filled  
**Hiring Salary:** \$20.90 - \$26.71 per hour, DOE  
**Salary Range:** \$20.90 - \$31.35 per hour, DOE

To Apply Please Visit: <https://apps.meridiancity.org/jobs/>

**Job Summary:**

Responsible for verifying residential mechanical inspections and commercial mechanical inspections as needed in the process of construction to ensure installation in accordance with City, State and adopted mechanical codes, fuel gas code, energy code, as well as all current codified or ordained codes, specifications, and plans. Exercises technical judgment and discretion based on extensive knowledge of the various ordinances, codes and regulations which the employee is responsible for enforcing. Provide pass/fail notification through software and electronic handheld device. Works independently in the field and is responsible for making decisions requiring technical discretion and sound judgment. Work is performed under general supervision.

**Essential Duties & Responsibilities:**

Performs detailed, independent mechanical inspections for all types of residential construction projects and commercial construction projects as needed for back-up that have received a mechanical or fuel gas permit in the City of Meridian;

Verifies structures under construction are in compliance with city-reviewed and approved construction documents;

Inspects and verifies testing of wet and dry heating and cooling systems, ducts and piping, fuel gas piping, refrigeration systems, building ventilation systems, exhaust systems, product conveying and hazardous exhaust systems and all related equipment for conformity to plans, approved materials, installation instructions and corresponding code requirements;

Performs additional inspections as needed or requested by the Building Official;

Reads and interprets on-site approved plans, notes, Air Condition Contractors of America (ACCA) reports, specifications, material and equipment listings and installation instructions;

Verifies fuel gas sizing is correct, installed and tested in compliance with code requirements;

Verifies project equipment capacity, duct lay-out, solar orientation and window solar heat gain coefficient rating for compliance with the approved Manual J, D and S.;

Performs detailed notes and inspection information through City software and field hardware during each inspection;

Approves temporary and certificate of occupancy approvals in the software database as may be needed for commercial projects;

Collaborates with the Mechanical Inspection Supervisor and Building Official for Stop Work or Not Approved for Use or Occupancy postings;

Verify that all special inspection reports have been received and meet or exceed minimum code requirements before final inspection is passed in department permit software;

Interprets mechanical code provisions to verify code compliance;

Inspects conditions of buildings prior to issuance of certificate of occupancy;

Verifies project valuations and field changes/scope change for correctness prior to issuance of certificate of occupancy on commercial projects as may be necessary;

Coordinates with other trades as may be necessary for project completion;

Verifies scope change and project valuation as needed on permits issued;

Makes independent field decisions as needed to minimize resubmittals;

Documents inspections and field plan review modifications and any other code provisions that need to be corrected in department permit tracking software;

Serves as primary point of contact in the field to facilitate, conduct and manage project scope from permit issuance to completion;

Collaborates with the Mechanical Inspection Supervisor and Building Official and other city personnel to confirm final project approvals before issuing certificate of occupancy;

Attends code training and code update seminars to stay current with code changes through the International Code Council (ICC) as decided by Mechanical Inspection Supervisor and Building Official;

Maintains continuing education units for International Code Council certifications;

Handles sensitive and delicate situations with a high degree of confidentiality and in a courteous, professional, and timely manner;

Prioritizes and organizes own work to meet deadlines;

Works independently and under the direction of the Mechanical Inspection Supervisor;

Operate office equipment, e.g., photocopier, facsimile machine;

Perform general office duties like document scanning and other administrative tasks associated with the position;

Performs other duties as assigned.

**Job Specifications:**

High School Diploma or GED required;

Experience in mechanical inspection, reading and interpreting plans, construction, degree or certifications in construction or related field required.

**Knowledge, Skills & Abilities:**

Ability to communicate effectively with people who are angry, hostile or confused; maintain composure and exercise sound judgment in adverse conditions;

Must be able to work independently with limited oversight from supervisor to complete assignments in a timely fashion;

Ability to interpret and apply national, state and local codes and detect physical defects in mechanical and fuel gas installations and recommend corrections; read and interpret mechanical and fuel gas plans and specifications, and accurately compare work-in-progress to such plans; develop innovative and equitable solutions to complicated code issues;

Ability to interpret and effectively explain code requirements, relevant standards and problems with mechanical engineers, other city staff, owners, contractors, building tenants and designers;

Must be able to operate City required software including word processing, permit tracking, email and internet related programs;

Must be capable of operating vehicles safely and have an acceptable driving record;

Must possess current word processing, database, email, and internet computer software application knowledge;

Basic knowledge of local, state and national mechanical codes, rules and ordinances; extensive knowledge of mechanical installation practices, systems and materials;

Must have knowledge of the International Residential Code (IRC) for mechanical and fuel gas;

International Mechanical Code (IMC); International Energy Conservation Code (IECC); International Fuel Gas Code (IFGC);

Must have knowledge of local ordinance amendments and codes; construction materials and properties; construction trade and common practices; time management principles and advanced customer service principles.

**Licensing and Certifications:**

Must possess and maintain a valid State of Idaho Driver's License and safe driving record;

Have or obtain within (12) months of employment a residential mechanical inspector certification from the International Code Council (ICC);

Have or obtain within (24) months of employment a commercial mechanical inspector certification from the International Code Council (ICC);

Certificate of competency as a HVAC journeyman from the State of Idaho and continued maintenance of required certifications; if required by the State of Idaho for mechanical inspectors within 12 months of employment.

**Work Environment & Physical Demands:**

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter;

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards;

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations;

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.;

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.;

Sensory ability to talk, hear, touch and feel;

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance;

Position requires hand/finger dexterity.

**Travel Requirements:**

Local travel is required using city-owned vehicles.