

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: HVAC Inspector
DEPARTMENT: Planning and Inspection
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT II (Professional, Administrative, Technological)

DATE WRITTEN: May 2019

STATUS: Part-time

DATE REVISED: May 2021

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as HVAC Inspector for the Planning and Inspection Department, responsible for inspecting all new and renovated residential and commercial buildings, ensuring code compliance, and assisting the public.

DUTIES:

Assists HVAC contractors or owners with code compliance.

Inspects hotels, motels, rest homes, and hospitals for code compliance, annually.

Investigates code compliance complaints.

Maintains inspection records and monitors progress made toward compliance.

Completes inspection reports, daily.

Processes HVAC permits.

Helps process permits, as needed.

Monitors rehabilitation projects and prepares write-ups.

Inspects city demolition projects, ensuring code compliance.

Plans reviews, ensuring compliance with applicable codes.

Assists the public and directs them to appropriate department, as needed.

P&I/HVAC Inspector

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED and five (5) years of related experience.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment, including computer, calculator, and vehicle.

Thorough knowledge of and ability to apply knowledge of applicable codes, local ordinances, and regulations to various situations to ensure compliance.

Ability to research, comprehend, and implement Indiana HVAC Code and Indiana Fuel Gas Code.

Ability to compute and perform arithmetic calculations.

Ability to compile, collate, or classify data.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to apply knowledge of people/locations, plan/layout work assignments, and read/interpret detailed blueprints/maps.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, NIPSCO, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally provide expert testimony in legal proceedings as required.

Ability to occasionally work extended hours and evenings and travel out of town for continuing education, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for compliance with precedent and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, NIPSCO, and the public for the purposes of rendering service and teaching or presenting subject matter.

Incumbent reports directly to the Building Commissioner.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and vehicle, including driving, sitting/walking at will, sitting/standing/walking for long periods, lifting objects weighing under 50 pounds, pushing/pulling objects, handling/grasping objects crouching/kneeling, bending/reaching, far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent may perform duties outdoors, including walking on uneven terrain, working in wet/icy surroundings, working in extreme hot/cold temperatures, working near dust, dirt, odors, and fumes, working in a noisy environment, and working in confined areas and high places.

Incumbent occasionally works extended hours and evenings and travels out of town for continuing education, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of HVAC Inspector in the Planning and Inspection Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____No_____

Applicant/Employee signature

Date

Type or print name