

POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

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

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

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
- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- 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.
- 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.
- Possession of a valid driver's license and demonstrated safe driving record.
- All other duties when scheduled

