POSITION DESCRIPTION CITY
OF MICHIGAN CITY, INDIANA

POSITION: Plumbing 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 plumbing 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 plumbing 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.

- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- High school diploma or GED.

- Ability to obtain and maintain Indiana State Plumbing Journeyman or Contractors License.

- Ability to meet all departmental hiring requirements, including passage of a drug test.
- 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 Plumbing Code and Indiana Fuel Gas Code.

- Ability to compile, collate, or classify Ability to compute and perform arithmetic calculations. 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

- Ability assignments, and read/interpret detailed blueprints/maps.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