



CHIEF MECHANICAL INSPECTOR

Occupational Code: 2160

Salary Range: 32A

Status: Classified

FLSA: Exempt

Established: 2/74

Revised: 12/88 5/98

NATURE OF WORK:

Supervisory inspection and enforcement work in securing and maintaining compliance with laws and regulations pertaining to boilers, elevators, air conditioning systems, refrigeration systems, pressure and process piping, fuel gas systems, amusement rides and related installations.

Work involves responsibility for supervising and participating in the enforcement of legally established requirements for plans and specifications, workmanship, equipment and material. An employee of this class directs the mechanical inspection program and supervises those employees concerned with the inspection of boilers and other pressure vessels, elevators, escalators, other mechanical or land lifts, ventilators, air conditioners and refrigeration systems, gas pipes and appliances, and related equipment, installations and construction. Duties involve supervision of and participation in the examination of plans and in field inspections. Work includes responsibility for interpretation of and making recommendations for changes in applicable legal provisions. Supervision is exercised over a small number of subordinates and general direction is provided by a superior through periodic conferences and review of work.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises and assists in the enforcement of laws and regulations pertaining to boilers, elevators, air conditioning and refrigeration systems, pressure and process piping, fuel gas systems, amusement rides and related installations. Issues certificates authorizing use of approved installations.

Reviews reports of inspections conducted by insurance company inspectors and issues approval certificates based on such inspection. May review work performed by private inspectors and make field checks of reports filed by them.

Supervises and participates in approving plans and specifications or in discussing with engineers, contractors, builders or owners, modifications to be made to conform to established requirements. Supervises and assists in interpreting legal requirements to contractors, builders and owners.

Receives complaints in regard to defective or substandard work; investigates or supervises subordinates in investigation of complaints and in proper response to evidence of violation of established legal requirements.

Supervises and assists subordinates in interpreting code and ordinance requirements and assists with unusual problems. Supervises and assists subordinates in preparing cases for proper legal action in instances of violation of applicable code and ordinance requirements.

Holds conferences with subordinates as necessary to obtain uniformity of action; makes decisions on questions of policy and assists in preparing changes in department regulations as required.

Supervises collection of applicable fees and the preparation and maintenance of necessary division records and reports.

Has a role in the administration of collective bargaining agreements, Civil Service Rules and departmental policies and procedures.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of laws and regulations pertaining to elevator, boiler, air conditioning and fuel gas systems, appliances and installations.

Thorough knowledge of the methods, materials and techniques involved in the construction, maintenance and inspection of elevators and devices designed to insure their safe operation.

Thorough knowledge of the installation and maintenance requirements of commercial air conditioning, refrigeration, heating, ventilating and fuel gas systems.

Thorough knowledge of the construction, operation, maintenance and inspection of high and low pressure boilers and the safety devices used in their operation.

Thorough knowledge of the South Florida Building Code as it relates to fire safety.

Some knowledge of the principles and practices of office management.

Some knowledge of Civil Service Rules and collective bargaining agreements and their application.

Ability to read plans and specifications to determine their compliance with established standards.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, craftsmen, contractors, architects, and the general public.

REQUIREMENTS:

Graduation from high school or vocational school, preferably supplemented by college-level course work in mechanical engineering, and some (6 months – 2 years) experience at the level of Mechanical Inspector II. Certification and licensing as required by the State of Florida and Dade County is necessary.

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and permitting software; calculator; pencil; ruler; drills; hand tools; copy machine; phone; two-way radio.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is constantly required to lift up to 14 lbs.; very frequently required to sit, stand, talk, hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is occasionally required to climb stairs

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Occasionally required to work at considerable heights and at night.