

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PLUMBING, MECHANICAL AND FIRE INSPECTOR JOB CODE: 1650
DEPARTMENT: COMMUNITY DEVELOPMENT DATE: 01/2025
REPORTS TO: CHIEF BUILDING INSPECTOR

JOB SUMMARY:

Reviews construction plans and specifications, issues permits, and inspects plumbing, mechanical, and fire sprinkler installations to ensure compliance with codes and ordinances. Interprets the ICC Plumbing and Mechanical Codes, and NFPA 13, 13R, and 13D.

ESSENTIAL JOB FUNCTIONS:

Performs inspections on plumbing to ensure material used and mechanics comply with all codes and regulations.

Perform inspections on mechanical equipment, chimneys, and gas piping to ensure material used and mechanics comply with all codes and regulations.

Performs inspections on sprinkler systems to ensure material used and mechanics comply with all codes and ordinances.

Inspects and enforces federal, state, and local codes and ordinances; provides alternatives to resolve code violations.

Maintains up-to-date file on current materials and procedures used in related field.

Maintains up-to-date file on inspection reports.

Provides advice and direction to general public and contractors.

Provides office coverage as requested.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle General Office Equipment Computer
Various Codes, Ordinances, Manuals, and Handbooks

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

GED or high school diploma; and, four years or more of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Must use personal inspected, insured, and maintained vehicle.

Licenses and Certifications:

Valid Driver's License. Must use personal registered, inspected, insured, and maintained personal vehicle.

New Hampshire Master Plumber License.

Certified Plumbing Inspector License.

New Hampshire Well Water Board Pump Installers License (Desirable.)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of construction.

Locating and detecting defects in plumbing, mechanical, and fire sprinkler installations.

Record keeping, report preparation, filing methods, and records management techniques.

Applicable state, federal, and local laws, rules, codes, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Good mathematical skills.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Developing and maintaining effective and positive professional working relationships with elected officials, City staff, representatives from other governmental agencies, permit applicants, contractors, and the general public.

Use of Microsoft Office software (Word, Outlook, etc.)

Use of Tyler Technology software packages, including EnerGov permitting software.

Mental and Physical Abilities to:

Understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, manufacture's installations, specifications and product application sheets, laboratory and testing agency results, construction codes, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving numerous variables in standardized and unique situations.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, climb or balance, talk or hear, lift and/or move up to 20 pounds, and use hands to finger, handle, or feel.

Perform duties while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

Work requires the use of protective equipment such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.