

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Heating/Plumbing Inspector
DEPARTMENT: Plan Commission
WORK SCHEDULE: As Assigned
JOB CATEGORY: Not Used

DATE WRITTEN: April 2006
DATE REVISED: August 2012

STATUS: Part-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Heating/Plumbing Inspector for the LaPorte County Plan Commission, responsible for plumbing and heating inspections on all new or renovated residential and commercial buildings. Incumbent will assist inspecting new and renovated commercial and residential buildings for code compliance and investigating code compliance complaints.

DUTIES:

Inspects all new and renovated residential and commercial buildings for appropriate plumbing/heating systems, and issues notice of violation and/or takes corrective action as appropriate. Ensures building sites have current building permit.

Completes daily inspection reports and maintains inspection records and monitors progress made towards compliance. Enters inspection notes and results into computer tracking system.

Assists contractors and property owners, explaining policies and procedures and answering questions pertaining to code compliance. Assists plumbing/heating contractors with code compliance.

Receives and investigates code compliance complaints determining and taking corrective actions as appropriate.

Maintain inspection records and monitor progress made toward compliance.

Represent County in court cases.

Pursue enforcement of all County, State and Federal codes.

Attends training classes for continuing education as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED with a minimum of five years experience in construction techniques and principles of plumbing, heating and HVAC. Electrical experience is a plus, but not required.

Possession of and ability to retain required state certifications through training classes and continuing education.

Ability to read and interpret maps, plans, and specifications, and ability to interpret codes and regulations and determine compliance with specifications.

Working knowledge of standard office procedures and computer software programs used by the Plan Commission Department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports.

Ability to properly operate standard office and inspection equipment, such as tape measurement, level, computer, copy machine, fax machine, calculator, and telephone.

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

Ability to meet all department hiring and retention requirements, and 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 effectively communicate orally and in writing co-workers, other County departments, Plan Commission, BZA, consultants, contractors, builders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to occasionally work extended, evening, and weekend hours, and travel out of town for training and meetings, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent inspects residential and commercial buildings, making site visits and determining violations. Judgment is exercised in determining appropriate course of action and in interpreting codes and regulations. Incumbent's assignments are guided by definite objectives, with unusual situations referred to supervisor.

III. RESPONSIBILITY:

Incumbent's decisions are determined by specific instructions or existing, well-established policies and procedures. Work is reviewed for technical accuracy, soundness of judgment, compliance with department policy, and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Plan Commission, BZA, consultants, contractors, builders, and the public for purposes of explaining policies and regulations and exchanging information.

Incumbent reports directly to the Building Commissioner.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a modern office environment and outside during inspections and is exposed to normal hazards and weather conditions encountered in the profession, involving sitting/standing for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, walking on uneven terrain, climbing ladders, going into crawl spaces, and exposure to inclement weather, dust, fumes, and dirt. Incumbent occasionally works extended, evening, and/or weekend hours, travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Plumbing/Heating Inspector for the LaPorte County Plan Commission 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

Print or Type Name