

## Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date: 12/2013

### POSITION IDENTIFICATION

**Position Title:** Plumbing Inspector  
**Division:** Life Safety and Neighborhood Services  
**Status:** Full Time / Non Exempt  
**Normal Workweek:** Monday through Friday

### SUPERVISORY RELATIONSHIPS

**Reports to:** Deputy Fire Chief  
**Directly Supervises:** No supervisory responsibilities

### POSITION PURPOSE

The Plumbing Inspector performs general inspections and investigates complaints relative to the housing ordinance. The Plumbing Inspector must regularly exercise technical judgment and discretion based on familiarity with the various codes and regulations being enforced to secure compliance with codes governing the installation and operation of environmental health, housing and clearwater plumbing systems. The position requires a measure of independence, the exercise of good judgment, and the ability to adapt to new situations and work procedures.

### ESSENTIAL DUTIES

- Reviews plumbing plans and specifications to insure compliance with code requirements.
- Issues plumbing permits.
- As a certified inspector of the Wisconsin Department of Safety and Professional Services, approves public and commercial plumbing plans.
- Enforces and assists in administering the City's cross connection control and back flow protection program.
- Enforces and assists in administering the City's well compliance and abandonment program.
- Inspects storm, sanitary and water lateral installations prior to backfilling.
- Inspects buildings and sites in the process of construction or renovation for plumbing code compliance.
- Explains and interprets plumbing, heating and ventilating regulations and requirements to contractors, property owners and other interested parties.
- Inspects heating and gas installations.
- Investigates and responds to storm water and/or other types of water diversion complaints.
- Assists in one and two family building inspections, as well as housing code complaints to avoid duplication in inspection services.
- Review sign and fence permits.
- Inspects buildings and premises for plumbing code violations.
- Notifies owners and contractors of conditions not in compliance with codes.
- Performs administrative tasks relative to inspection work.
- Recommends revisions to applicable codes.

- Keeps records and make reports of all inspections, and maintains a daily log of inspections and activities.
- Receives and accounts for all plumbing permit fees.
- Prepares and maintains records to be submitted to State and local authorities.
- Issues citations for plumbing code violations.
- Enforces and assists in administering the clearwater program.
- Coordinates residential sewer surveying and dye testing program.
- Assists City Engineering Department by providing documentation relevant to the installation and maintenance of laterals so that mapping and data recording of such laterals is accurate.
- Testifies in court concerning violations of plumbing codes and regulations, and acts as an expert witness.

**OTHER DUTIES**

Perform other related duties as assigned.

**MINIMUM POSITION QUALIFICATIONS**

- Education:** Minimum high school graduate or equivalent.
- Experience:** As a supplement to the education requirement above, advanced plumbing training. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.
- Certifications/Licenses:** State certified and licensed as a Journeyman Plumber or Master Plumber. A certified inspector of the Wisconsin Department of Safety and Professional Services, Certifications by the State as a Journeyman Plumber or Master Plumber, a Commercial Plumbing Inspector, a UDC HVAC Inspector, and a UDC Construction Inspector. Any certification not possessed at time of hire must be obtained within one (1) year of the date of employment. Must possess a valid Wisconsin driver's license
- Other Requirements:** No other requirements

**KNOWLEDGE, SKILLS, & ABILITIES**

This position must possess a thorough knowledge of the materials, methods and practices involved in installing, repairing and maintaining a variety of plumbing, heating and ventilating installations, equipment, appliances and standard testing devices pertaining thereto; the ability to read plans, specifications rough sketches, and layouts to determine their compliance with established standards and codes; detect and locate non-code compliant work, coupled with the ability to ascertain the stage of construction or installation when deficiencies are most easily found and remedied; knowledge of cross connection prevention practices.; the ability to enforce and interpret regulations firmly and tactfully; establish and maintain effective working relationships with contractors, architects, property owners, employees and the public; and prepare accurate records, and present effective oral and written reports. This position must also have a good working knowledge of computer operations and procedures. Experience operating computer-assisted mass appraisal systems, statistical software packages, word processing programs, spreadsheets and databases; communicate clearly and concisely, both orally and in writing, and establish and

maintain effective working relationships with other departments and entities; possess experience in the use of computer operating systems and programs such as Microsoft Office applications, Windows or similar software. This position must be team-oriented, experienced and innovative individual with strong oral and written communication skills and strong in conceptualizing and detailing development plans for residential, commercial and industrial applications. This position must be an independent self-starter, with strong organizational skills, good judgment, and ability to adapt to new situations; possess the ability to meet multiple deadlines and work effectively in a team environment; read and interpret policy manuals, technical manuals and Wisconsin Administrative Codes and City ordinances; ability to read and interpret building and plumbing plans and specifications; ability to present facts and recommendations effectively in oral and written form; ability to communicate effectively with fellow staff members, other City personnel and the general public; ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas; and ability to interpret and analyze water calculations; and apply common sense understanding to enforce municipal ordinances and plumbing codes by exercising good judgment, creativity and decisiveness. This position must possess the ability to deal with problems involving several variables in complex situations when dealing in a sometimes hostile environment; produce work that is accurate and error free; possess good knowledge of English, grammar, spelling and punctuation; and must possess ability to type with accuracy.

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#### **BACKGROUND CHECKS- Condition of Employment**

#### **PHYSICAL DEMANDS**

The physical demands described herein 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.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear; ability to operate computer keyboard, telephone and calculator.
- Physical Effort:** The employee often may be required to climb or balance, stoop kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements.
- Working Conditions:** The employee is regularly exposed to outside weather conditions; regularly walks over uneven terrain; uses ladders to access floor levels in unfinished buildings, as well as accessing roofs in unseasonable weather. The noise level in the work environment is usually moderate, however, occasional exposure to heavy earth moving equipment and factory noise may occur while on

## inspections.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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