

PERSONNEL COMMITTEE

12-0516R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION INSPECTOR.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of heating, ventilation, air conditioning & refrigeration inspector, which were approved by the civil service board on October 2, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 31.

Approved:


Department Director

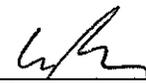
Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR CT:ao 9/28/2012

STATEMENT OF PURPOSE: The job description has been rewritten to change references to a state division that has changed, and organizational titles that have changed. The job requirements listed a mechanical engineering degree first, when applicants now come from an on-the-job training background, which is now reflected in the requirements section. The job description has also been updated to reflect the work currently being performed, to emphasize as in essential duty 3, that the classification is service-oriented before it is enforcement-oriented, and has been placed into the newer job description format. There is no change in the rate of pay, which is Range 31, \$3,875 to \$4,586 per month.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC&R) INSPECTOR

Summary/Purpose:

Conduct inspections, review permits before approval, and provide technical assistance for commercial, industrial, and residential construction, remodeling, and building projects.

This position is the primary customer contact for technical and safety issues with existing or planned HVAC&R systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Review diagrams, prepared plans, and specifications to ensure that they meet established codes, and regulations, and safety standards.
 2. Inspect HVAC&R systems, installations, alterations, and repair ~~in residential, commercial, and industrial buildings and facilities~~ for compliance with building all applicable codes, and ordinances, regulations, and safety standards.
 3. Assist property owners in maintaining or bringing their properties into full compliance with all applicable codes, regulations, and safety standards.
 4. Determine conformance problems, issue notices regarding correction of defective work, and perform re-inspection as necessary.
 5. Issue citations or orders to stop work ~~that is in violation of the proper codes~~ as necessary.
 6. ~~Approve certification of final inspection when required~~ as appropriate.
 7. Maintain computerized records of inspections made and actions taken and write and prepare forms and reports as required.
 8. Consult with ~~the the-designated municipal Building Official, other division staff and external regulatory agencies State Codes and Standards Division and Department of Public Service~~ when necessary.
 9. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing HVAC&R work.
- ~~_____ A. Inspect HVAC&R systems for compliance with appropriate codes and ordinances.~~
- ~~_____ B. Inspect the quality of materials for approved HVAC&R installation.~~
- ~~_____ D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.~~
- ~~_____ E.~~
- ~~_____ F.~~
- ~~_____ G. Ensure that all work is performed in a safe manner using approved methods.~~
- ~~_____ H.~~
- ~~_____ I.~~
- ~~_____ J. Operate City vehicle to, from, and around inspection sites.~~

~~2. Do related work as required.~~

~~A.~~

~~B.~~

~~C. Review permit applications and estimate building costs for accurate fee estimates.~~

~~D. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.~~

~~E.~~

~~F. Attend and participate in division meetings, and serve as a member of the Building Inspection team on related projects.~~

~~G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~

~~H. Perform other related duties as assigned.~~

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education and Experience Requirements:

A. Five (5) years verifiable full-time experience working with HVAC&R system installation and repair; or

B. A degree in Mechanical Engineering or related field plus two (2) years verifiable full-time experience working with HVAC&R system installation and repair; or

C. A combination of education and experience considered equivalent by Human Resources.

2. License Requirement:

A. Possession of a valid Minnesota driver's license or equivalent privilege by the date of appointment and thereafter.

3. Knowledge Requirements:

A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing HVAC&R work.

B. Extensive knowledge of safe and proper methods of HVAC&R systems installation, and repair.

C. Knowledge of proper inspection methods and procedures.

D. Knowledge of legal procedures involved in the enforcement of HVAC&R systems codes and ordinances.

E. Knowledge of math for the purpose of measuring and computing

- construction costs.
 - F. Knowledge of traffic rules and regulations.
 - G. Knowledge of precautionary, safety, and fire prevention methods involved in HVAC&R systems.
 - H. Knowledge of the fundamentals of heating, ventilation, and electricity as they relate to HVAC&R systems.
 - I. Knowledge of simple algebra, geometry, physics, and chemistry as applied to HVAC&R systems.
 - j. Knowledge of code requirements and inspection methods in other trade areas.
4. Skill Requirements:
- A. Skill in inspecting HVAC&R systems for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting HVAC&R plans, specifications, blue prints, diagrams, and technical codes and ordinances.
 - C. Skill in estimating construction costs, including materials and labor, and completion schedules.
5. Ability Requirements:
- A. Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers, and the general public.
 - B. Ability to read and write reports regarding inspections and permits.
 - C. Ability to maintain accurate and complete records.
 - D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - E. Ability to transport oneself to, from, and around various work sites.
 - F. Ability to participate in training to update HVAC&R knowledge and expertise.
 - G. Ability to interpret safety rules and apply them to various hazardous situations.
 - H. Ability to use a computer to maintain inspection records and write reports.
6. Physical Ability Requirements:
- AI. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
 - BJ. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
 - CK. Ability to work outside in inclement weather.
 - DL. Ability to attend work on a regular basis.

Genlst: CT	Job #: 5103	Union: Basic	Pay: 31	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

Last revised in 1998