

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, regulations, and safety standards.
2. Inspect HVAC&R systems, installations, alterations, and repair for compliance with all applicable codes, 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 as necessary.
6. Approve final inspection as appropriate.
7. Maintain computerized records of inspections made and actions taken and write and prepare forms and reports.
8. Consult with the designated municipal Building Official, other division staff and external regulatory agencies 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.

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.
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:
- A. 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.
 - B. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
 - C. Ability to work outside in inclement weather.
 - D. Ability to attend work on a regular basis.

HR: CT	Union: Basic	EEOC: Technicians	CSB: 20121002	Class No: 5103
WC: 9410	Pay: 31	EEOF: Housing	CC: 20121008	Resolution: 12-0516R