



City of Phoenix

## Mechanical Plans Examiner I

Job Code:	60080	Job Function:	Inspectional
Salary Plan:	006	Grade:	355
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	Technicians
SOC:	17-3022.00	Last Revision:	April 2024

*This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.*

### DEFINITION:

The fundamental reason this classification exists is to examine mechanical and plumbing plans to ensure compliance with appropriate City codes. The incumbent provides technical advice and assistance to architects, engineers, contractors, office personnel and field inspectors in the interpretation of construction plans. Work is performed according to requirements of the mechanical and plumbing sections of the City Construction Code.

### SUPERVISION RECEIVED/GIVEN:

Work is performed under the general direction of the Mechanical Plans Engineer.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Reviews and examines plans and specifications for plumbing systems and mechanical equipment for compliance with provisions of the City mechanical and plumbing codes
- Performs simple engineering computations to check the design of the mechanical and plumbing systems
- Identifies inadequacies found in plumbing and mechanical construction documents and specifications and requires corrections be made to meet the requirements of City codes and engineering standards
- Responds to inquiries from reviewers, inspectors, architects, engineers and others regarding plumbing and mechanical codes
- Holds conferences with developers, owners, architects and engineers regarding plan design data, code interpretations and resolution of design problems affecting life safety
- Reviews and assesses Planning and Development Occupational and Water Resource Acquisition fees
- Writes letters, memos and code compliance reports
- Recommends changes in codes to resolve design and interpretation problems and to accommodate and control use of new materials and new design concepts
- Reviews alternate methods or materials for code compliance within the scope of authority delegated by the Assistant Planning and Development Director who serves as the Building Official
- Enters technical data as required for permits or plans information into the computer
- Visits construction sites of large projects at the request of inspectors in order to assist in interpreting applicable City codes relating to a field condition



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- Reads code update and ordinance changes and attends seminars to keep current with code changes and new ordinances
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Mechanical and plumbing equipment, materials, methods, standards and design concepts relating to commercial building construction.
- National mechanical and plumbing codes and standards and related laws and ordinances.

#### Ability to:

- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Read and accurately interpret mechanical and plumbing plans and specifications of any complexity.
- Communicate in the English language by phone or in person in a one- to-one or group setting.
- Use professional judgment and common sense in the application and enforcement of the intent of code requirements.
- Learn job-related material by attending classes, conferences, and seminars.
- Use graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids.
- Perform simple engineering computations using mathematical methods such as multiplication, division, algebra, and basic trigonometry and calculus.
- Measure distances using calibrated instruments.
- Observe, compare, or monitor data to determine compliance with prescribed operating or safety standards.
- Ascend and descend ladders or unfinished stairs without handrails or fixed stair treads, such as when working at a construction site.
- Lifts arm above shoulder level.
- Work at heights greater than 10 feet.
- Travel over rough, uneven, rocky surfaces.
- Moves heavy objects (50 pounds or more) short distances (20 feet or less).
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Work cooperatively with other City employees and the general public.
- Work safely without presenting a direct threat to the incumbent or others.



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### **Additional Requirements:**

- Obtaining a combination of discipline specific commercial certifications or licenses may be required for some positions depending on department or section assignment.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience in mechanical and plumbing code enforcement including inspection of automated mechanical system controls for major structures, supplemented by courses in mechanical engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.