



City of Phoenix

Mechanical Plans Examiner II

Job Code:	60090	Job Function:	Inspectional
Salary Plan:	006	Grade:	359
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 review and examine complex mechanical and plumbing plans to ensure compliance with appropriate City codes. Technical advice and assistance is given to architects, engineers, contractors and field and office personnel in the interpretation of construction plans.

DISTINGUISHING FEATURES OF THE CLASS:

Responsibility for complex and difficult mechanical and plumbing plan review projects differentiates this class from Mechanical Plans Examiner I.

SUPERVISION RECEIVED/GIVEN:

Work is performed under the general direction of a Mechanical Plans Engineer and review is based on the results obtained.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Reviews and examines complex mechanical and plumbing plans and specifications to ensure compliance with the appropriate City mechanical and plumbing codes;
- Performs simple engineering computations to analyze the installation of mechanical and plumbing equipment
- 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
- Evaluates tests and other data for suitability of plumbing and mechanical materials and methods of construction or installation
- Responds to inquiries from reviewers, inspectors, architects, engineers and others regarding mechanical and plumbing codes
- Holds conferences with developers, owners, architects and engineers regarding plan design data, code interpretations and resolution of design problems affecting life safety



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- Learns job related material by attending plumbing and mechanical conferences, seminars and classes and uses learned material to train other employees within the department
- 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
- Reviews and assesses Planning and Development Occupational and Water Resource Acquisition fees
- 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 and standards, and new equipment and design concepts relating to major building construction.
- National and City mechanical and plumbing codes and standards and related laws and ordinances.

Ability to:

- Read and accurately interpret mechanical and plumbing plans and specifications of any complexity.
- Work cooperatively with other City employees and the general public.
- Communicate in the English language by phone or in person in a one- to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Observe, compare, or monitor data to determine compliance with prescribed operating or safety standards.
- Measure distance using a tape measure or calibrated instruments.
- 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.
- Comprehend and make inferences from written material.
- 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.



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- Travel over rough, uneven, rocky surfaces.
- Moves heavy objects (50 pounds or more) short distances (20 feet or less).
- Work safely without presenting a direct threat to the incumbent or others.

Additional Requirements:

- Obtaining a combination of discipline specific commercial certifications or licenses may be required for some positions depending on department or section assignment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience examining mechanical and plumbing plans to ensure compliance with provisions of the City mechanical and plumbing codes (two years at the level of Mechanical Plans Examiner I), and certification as noted above supplemented by college-level courses in mechanical engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.