

# NEW CASTLE COUNTY GOVERNMENT

Number 0525

## CLASS SPECIFICATION

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Date 07/01/05

**Title:** PLUMBING AND MECHANICAL CODE SUPERVISOR

**Approved:**

*Charlita L. Curwell*

**GENERAL STATEMENT OF DUTIES:** Performs a multi-functional role as a plan reviewer, a materials and equipment specialist and an inspection consultant in the field for all matters relating to plumbing and to heating, ventilating and air-conditioning (HVAC) to assure compliance with all applicable codes; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for conducting the necessary activities to assure the health, welfare and safety of the general public in all code matters relating to plumbing and HVAC. Work is performed in the office and in the field. Responsibilities include maintaining current knowledge of new equipment, installation procedures and techniques in the field; training related inspections staff and plan review staff as needed; and advising on difficult inspection problems. Responsibilities also include administering the licensing program for plumbing and HVAC contractors. This employee exercises technical expertise and works independently under general supervision, and supervises inspection, plan review and/or support personnel.

### EXAMPLES OF WORK: (Illustrative Only)

- Reviews and approves plans and permit applications for plumbing and or HVAC work;
- Reviews literature and publications concerning new equipment and techniques to ensure that equipment complies with all applicable codes and to maintain current knowledge of manufacturers' installation instructions;
- Administers the licensing program for plumbing and HVAC contractors which includes preparing, scheduling, monitoring and grading examinations;
- May participate in the inspection of more difficult plumbing and mechanical projects and acts as a consultant to inspection personnel for problems in such matters;
- Plans and conducts training classes for plan review staff and inspection forces on new equipment and installation procedures and provides ongoing training as needed;
- Supervises inspection, plan review and/or clerical personnel;
- Interprets codes and advises inspection personnel, contractors and the general public on related matters;
- Makes recommendations on code-related issues such as code amendments, variances, modifications and enforcement actions;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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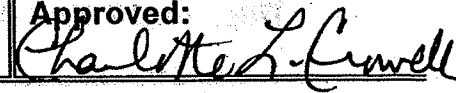
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Approved:



- Investigates complaints and issues violation notices;
- Represents New Castle County on the Plumbing - Mechanical Code Technical Advisory Committee;
- Maintains records and prepares related reports;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of plumbing and HVAC; good knowledge of the current County plumbing, mechanical and related codes; ability to read and understand construction plans and manufacturers' installation literature; ability to communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with contractors, the general public and co-workers; ability to develop and conduct training classes; ability to maintain records and to prepare reports; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years of experience at the journeyman level in the plumbing and/or HVAC field or a related field, successful completion of a certified apprentice program and completion of a standard high school course or GED certificate program, supplemented by academic courses in plumbing and HVAC; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Certification by ICC/BOCA in both mechanical and plumbing disciplines as either plan examiner or inspector within two years of date of appointment to the position; may be appointed Constable for code enforcement purposes; possession of a valid Delaware Class D driver's license or its equivalent.

### **HISTORY OF REVISIONS:**

Established: 09/13/94

Revised: 07/01/95

Revised: 07/01/97

Revised: 07/01/05