



**CITY OF ROCHESTER HILLS
Human Resources Department**

NOTICE OF PART-TIME, NON-UNION POSTING OPENING

For External Applicants

Classification: Mechanical Inspector/Plan Examiner (Part-Time/On Call)
Location: City Hall/Field
Building/Ordinance/Facilities Department

Rate of Pay: \$34.44/hour (no benefits)

The City of Rochester Hills has one opening for the non-union on call position of Mechanical Inspector/Plan Reviewer in the Department of Building/Ordinance/Facilities.

Overview

Ensures compliance with all mechanical codes, ordinances, and regulations. Works on an as-needed basis.

This job narrative is for informational purposes only and is not intended to be all-inclusive or limiting relative to specific job duties.

Essential Duties

- Performs inspections and reviews plans for compliance with mechanical codes, ordinances and regulations.
- Develops, maintains, and updates records of inspections and plan reviews.
- Provides technical assistance and interprets codes, ordinances, and regulations.
- Addresses public inquiries.
- Researches, investigates and resolves complaints.
- Develops, distributes, and tracks code violations until resolved.
- Prepares, updates, and files reports, correspondence, and other documents.
- Prepares forms to issue warnings for violations, and maintains accurate reports and records regarding code and ordinance compliance activities.
- Represents the Building Department at court proceedings and public meetings.
- Establishes and maintains effective working relationships with City staff, representatives of businesses, contractors and the general public.
- Complies with safe work standards and practices.
- Assists other staff as needed.
- Performs other duties as assigned.

Minimum Requirements

Registration with the State of Michigan under Act 54 as Mechanical Inspector and Plans Examiner.

High School diploma and five or more years directly related experience

Basic computer skills

Current driver's license with acceptable driving record, including no more than four points on record.

Examination Information

Review of Application Materials: To evaluate minimum qualifications for the position.

Oral Evaluation of Qualifications: To evaluate decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

***Note:** The above examination information may be modified for this or future postings.*

Physical Demands/Work Environment:

The work requires non-strenuous physical exertion such as periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility, dexterity and full range of motion. Operates motor vehicle in all types of weather. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that requires a range of safety and other precautions, or the work environment may subject the employee to physically threatening situations.

It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.

Application Process:

[City of Rochester Hills Employment Application](#) can be submitted via e-mail, mail, fax or in person. The application form is available on the City's Web page at www.rochesterhills.org or may be obtained from the Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309. Phone: (248) 656-4708; Fax: (248) 656-4739; E-Mail: humanresources@rochesterhills.org.

Due to security risks, the City will only accept DOCX and PDF file formats.

Date Posted: March 9, 2016

Application Deadline: Open until Filled

EQUAL OPPORTUNITY EMPLOYER