



COUNTY ADMINISTRATOR  
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TO: Katie Scott, Chair  
Ways & Means Committee

THROUGH: Gregory Dill  
County Administrator

FROM: Deb Schmitt, Director  
Washtenaw County Building Inspection Department

DATE: May 1, 2019

SUBJECT: Plumbing/Mechanical Inspector position creation

**BOARD ACTION REQUESTED:**

It is requested that the Board of Commissioners approve the creation of a new grade 30 plumbing/mechanical inspector position.

**BACKGROUND:**

The current Plumbing/Mechanical Inspector has informed the department that he will be retiring by December 31, 2019. This is currently a .6 FTE permanent part time position. The inspection services we provide with this position are three days per week.

In the past this was a full time position. When the previous inspector retired the position was eliminated and we created the current .6 position to accommodate the down turn in the construction industry at the time.

**DISCUSSION:**

Based on volume of permits and inspections we have found the need to create a full time position in order to better serve the citizens and contractors within the jurisdictions where we are the enforcing agency. This will enable us to provide inspections five days per week while also providing more frequent access to the inspector for code issues.

This position is dual licensed and saves us the cost of retaining two separate inspector positions thereby reducing our cost by an entire FTE.

There will be an overlap from when the new position would be filled to when the part time position will be eliminated at the end of the year. This overlap time will be used to train the new inspector.

There is no anticipated short fall to the budget as a result of this overlap. 2018 resulted in a surplus and we are anticipating the same for 2019. Should any shortfall occur it would be absorbed with existing fund balance.

**IMPACT ON HUMAN RESOURCES:**

Approval of this request will result in the elimination of a .6 Plumbing/Mechanical Inspector position-PCN #28220001 and the creation of a 1.0 Plumbing/Mechanical Inspector position-PCN#28220002 with a net increase of .4 FTE.

<b><u>Position ID(s)</u></b>	<b><u>Position Title</u></b>	<b><u>Grade</u></b>	<b><u>Group</u></b>	<b><u>Create</u></b>	<b><u>Eliminate</u></b>
28220001	Plumbing/Mechanical Inspector	30	1100		.6
28220002	Plumbing/Mechanical Inspector	30	1100	1	

**IMPACT ON BUDGET:**

The current 2019 salary and fringe cost for the .6 FTE position is \$72,480.00. The 2019 salary and fringe cost for the full time 1.0 FTE position is \$100,198.00. The net increase to the budget will be \$27,718.00.

Building Inspection is an Enterprise Fund and therefore does not impact the General Fund. Building Inspection projects enough fee revenue to cover the cost difference as well as the temporary overlap. If costs exceed 2019 revenue due to the overlap training period, Building Inspection will be able to use available fund balance.

**IMPACT ON INDIRECT COSTS:**

None.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

All county departments, local municipalities, homeowners and contractors, particularly those where we are the enforcing agency for the Michigan Building Codes, will benefit by the increased inspection availability and better access to the inspector for code issues.

**CONFORMITY TO COUNTY POLICIES:**

The requested board action conforms to all applicable county policies.

**ATTACHMENTS:**

- Resolution
- Job Description

A RESOLUTION APPROVING THE CREATION OF A NEW GRADE 30  
PLUMBING/MECHANICAL INSPECTOR POSITION IN THE WASHTENAW COUNTY  
BUILDING INSPECTION DEPARTMENT.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

May 1, 2019

WHEREAS, the current Plumbing/Mechanical Inspector has informed the department that he will be retiring by December 31, 2019. This is currently a .6 FTE permanent part time position. The inspection services we provide with this position are three days per week; and

WHEREAS, in the past this was a full time position. When the previous inspector retired the position was eliminated and we created the current .6 position to accommodate the down turn in the construction industry at the time; and

WHEREAS, based on volume of permits and inspections we have found the need to create a full time position in order to better serve the citizens and contractors within the jurisdictions where we are the enforcing agency. This will enable us to provide inspections five days per week while also providing more frequent access to the inspector for code issues; and

WHEREAS, this position is dual licensed and saves us the cost of retaining two separate inspector positions thereby reducing our cost by an entire FTE; and

WHEREAS, the current 2019 salary and fringe cost for the .6 FTE position is \$72,480.00. The 2019 salary and fringe cost for the full time 1.0 FTE position is \$100,198.00. The net increase to the budget will be \$27,718.00; and

WHEREAS, There will be an overlap from when the new position would be filled to when the part time position will be eliminated at the end of the year. This overlap time will be used to train the new inspector; and

WHEREAS, there is no anticipated short fall to the budget as a result of this overlap. 2018 resulted in a surplus and we are anticipating the same for 2019. Should any shortfall occur it would be absorbed with existing fund balance; and

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the elimination and creation of the following positions in the Washtenaw County Building Inspection Department.

<b>Position ID(s)</b>	<b>Position Title</b>	<b>Grade</b>	<b>Group</b>	<b>Create</b>	<b>Eliminate</b>
28220001	Plumbing/Mechanical Inspector	30	1100		.6
28220002	Plumbing/Mechanical Inspector	30	1100	1	

# Washtenaw County

## JOB DESCRIPTION

**Job Code: 3049**

**Authorization: 92-0037; 13-0200**

**Employee Group: 1100**

**CLASS TITLE: PLUMBING / MECHANICAL INSPECTOR**  
**DEPARTMENT: Building Inspection**  
**FLSA STATUS: Non-Exempt**

### **JOB SUMMARY**

Under the supervision of a higher classified employee, performs on-site inspections of residential, commercial and industrial plumbing, heating and refrigeration installations, working closely with contractors and building owners determining compliance of newly constructed, remodeled and existing structures to state and national codes, along with various local ordinances. Examines construction plans, blueprints of plumbing and mechanical diagrams to determine compliance to applicable codes and ordinances. In addition, maintains records and prepares a variety of reports, along with assisting contractors and residents with questions regarding plumbing, heating and refrigeration systems.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Reviews construction plans, blueprints of plumbing and mechanical diagrams, noting materials and methods to be used, issuing permits and approving construction when requirements are complied with for plumbing, heating and refrigeration systems.
- Conducts on-site inspections, assuring appropriate permits have been issued, evaluating construction materials and methods, examining plumbing, heating, refrigeration and related systems, materials and methods used and test circuits, connections, fuel lines, checks for adequate ventilation, etc., making sure they meet requirements.
- Approves applications for permits when codes and ordinances are complied with or may issue violation notices when necessary.
- Assists contractors and community residents providing technical advice and information on the installation and servicing of plumbing, heating and refrigeration systems in regard to codes and ordinances.
- Conducts various tests for pressure, leaks and proper installation of fuel tanks and lines, etc., on heating and refrigeration systems such as pool heaters, building furnaces and air conditioners.
- Prepares summary reports of inspection activities and maintains files and records of all permits issued.
- Investigates a variety of complaints regarding plumbing, heating, refrigeration and related systems that come under the Facilities Department.
- May be required to prepare and issue violation notices, along with appearing in court to present testimony regarding code and ordinance violations and complaint cases.

- Seeks voluntary compliance where possible or may issue violation notices enforcing codes and ordinances when necessary.
- Prepares corrective instructions when inspection reveals code violations.
- Inspects existing structures when requested to determine compliance with plumbing codes and ordinances.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **EMPLOYMENT QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

### **LICENSES/CERTIFICATIONS**

Journeyman Plumbers License. Licensed as a contractor in one or more of the work classifications defined in Public Act 192 of 1984 of the State of Michigan. Ability to meet State of Michigan requirements for registration as a Mechanical Inspector, and maintain that registration, in accordance with State requirements, as per Public Act 54 of 1986 of the State of Michigan. Possession of a valid Michigan vehicle operator's license.

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job should be considered.

### **PHYSICAL DEMANDS**

### **EDUCATION**

Possession of a high school diploma or its equivalent.

### **EXPERIENCE**

A minimum of four (4) years experience in one or more of the following work classifications as defined by Public Act 192 of 1984 of the State of Michigan:

- Hydronic heating and cooling process piping.
- HVAC equipment.
- Duct work.
- Refrigeration.
- Limited service, heating or refrigeration.
- Unlimited service, heating or refrigeration.

- Fire suppression.
- Specialty.

Two of the four years of experience shall have been at the Journeyman level or at a higher level.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.