The City Beautiful

City of Coral Gables
Job Description

Job Title: Chief Mechanical Official
Department: Building & Zoning
Classification: 1105
Pay grade: 23E
FLSA: Exempt

Prepared Date: 11/05
Approved By:
Approved By:

Summary

Performs a variety of routine and complex technical, supervisory and administrative work in plans review and analysis, inspection, and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to the installation of mechanical systems and equipment. Provides technical assistance to field inspectors in inspection of: boilers and other pressure vessels, elevators, escalators, other mechanical or land lifts, ventilators, air conditioners and refrigeration systems, gas pipes and appliances, and related equipment, installation and construction. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Schedules and assigns work of inspectors, renders technical advice and assistance and evaluates work performance. Develops operating procedures, subject to the provisions of established laws, ordinances, and department policies.

Coordinates work schedules with other trade inspectors and with other City departments. Schedules and participates in annual inspection of business and government buildings and housing greater than duplexes.

Inspects installations of air conditioners, pressure vessels, boilers, fans, ventilation systems, fire separations, fire codes, kitchens, restaurants and all mechanical zoning screen codes for the City.

Inspects all aspects of mechanical trades for code compliance on new and existing construction work. Reviews plans and inspects work for code compliance. Inspects rough and final work for code compliance. Issues mechanical permits.

Evaluates life and safety hazards relating to public or private structures. Authorizes the condemnation of faulty and hazardous installations; issues stop work orders; recommends the condemnation and demolition of buildings and structures to the appropriate boards

Maintains record of investigations. Prepares reports, inspections and investigations as required. Performs Code Enforcement Officer duties as required. Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.

Assists and advises architects, engineers, specialty contractors, homeowners and building owners and associates, City officials and the general public.

Performs related duties as required.

Knowledge, Skills, and Abilities

Extensive knowledge of the national, state and local mechanical codes including applicable sections of the Florida Building Code, Miami Dade County Code, National Fire Protection Association codes, safety standards and related ordinances and regulations. Extensive knowledge of mechanical materials and product control standards, methods and practices involved in installing, operating, repairing and maintaining mechanical systems, equipment and appliances, and of standard testing devices. Knowledge of OSHA standards, rules and regulations. Knowledge of building construction materials and methods of the stages of construction when possible violations and defects may most easily be observed and corrected. Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, contractors, architects, engineers and the general public. Ability to understand and work from plans, drawings and diagrams; prepare complete and accurate records.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public thorough the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors; however, some work is required in the inspection of various land use developments, construction sites, or during field supervision. Must be able to lift, carry and or push articles weighing up to 20 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Must be certified by the Board of Rules and Appeals and have one of the following:
(1) At least ten years of field experience as a Certified Journeyman Mechanic or Master Mechanic issued by the Miami-Dade County Construction Trades Qualifying Board; **or**
(2) Must be a degreed Mechanical Engineer and have at least five years of field experience as a Master Mechanic

Must obtain Building Official license from the State and County within 90 days of employment.

Valid Florida State driver's license.