

NEW CASTLE COUNTY GOVERNMENT

Number 0523

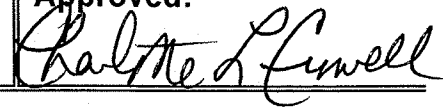
Page 1 of 2

Date 11/09/07

CLASS SPECIFICATION

Title: CERTIFIED PLUMBING AND MECHANICAL PLAN
EXAMINER

Approved:



GENERAL STATEMENT OF DUTIES: Reviews construction drawings and plans with specific responsibility for plumbing, mechanical, and HVAC (heating, ventilation, and air conditioning) to assure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class examines prints and plans for construction projects and plumbing and mechanical installations throughout the County before a building permit is issued to assure that the plans adhere to all New Castle County codes relating to construction and plumbing and mechanical installations. This employee also determines whether or not the proposed construction is a permitted use in the zoning classification and meets all setback requirements. The employee reviews permit applications for completeness and ensures that all other required permits have been obtained prior to issuing the permit. When technical problems are evident in plans, the employee advises architects, engineers, construction managers, other professionals, and the applicant as to the proper methods and materials to use in order to meet code requirements. This employee must keep abreast of new technical developments and engineered systems in the construction field. When technical problems arise pertaining to construction and plumbing and mechanical installations, the employee makes field inspections to ensure compliance with approved plans. Depending upon the needs of the department, the employee may be required to work extended hours such as early mornings, nights, and weekends. This employee may deal with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

- Reviews and approves plans and permit applications for plumbing and/or HVAC work in accordance with all applicable codes;
- Reviews literature and publications concerning new equipment and techniques to ensure that equipment complies with all applicable codes and to maintain current knowledge of manufacturer installation instructions;
- Interprets and provides information and answers pertaining to New Castle County codes relating to plumbing and mechanical installations and explains the code to permit applicants;
- Maintains current knowledge of technical developments and engineered systems in the plumbing and mechanical fields;
- Plans and conducts training classes for plan review staff and inspection staff on new equipment and installation procedures and provides ongoing training as needed;
- Makes recommendations on code-related issues such as code amendments, variances, modifications, and enforcement actions;
- Calculates and estimates valuation of proposed construction for permit fees and processes applications for permits;
- Coordinates with outside regulatory agencies to ensure that various approvals required for construction projects are obtained;
- Meets with architects, engineers, contractors, and homeowners to review and solve problems with construction plans as they relate to code conformance and represents New Castle County at community meetings;
- Maintains a daily log of all work reviewed;
- Maintains records and prepares plan review reports;
- May instruct other staff members in subjects such as plan review, blueprint reading, and other specific topics as requested;
- Represents New Castle County on the Plumbing and Mechanical Code Technical Advisory Committee (PMC – TAC);

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Number 0523

Page 2 of 2

Date 11/09/07

CLASS SPECIFICATION

Title: CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER

Approved:

Charlitta L. Cunwell

- Administers the licensing program for plumbing and HVAC contractors which includes the review of credentials for new applications for HVAC licenses and preparing, scheduling, monitoring, and grading examinations;
- Works with Code Enforcement to provide code interpretation and resolve problems relating to code violations and unpermitted activity;
- 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;
- 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 building construction and alterations and of Plumbing and Mechanical Codes, Chapter 6 of the County Code and Minimum Warranty Standards established for New Castle County; thorough knowledge of the techniques and principles of reading and interpreting plans, specifications, and blueprints accurately with specific knowledge of sanitary sewer, potable water supply, gas piping, HVAC and Manual "J" and "D" calculations; good knowledge of venting tables and ability to make heat load gain/loss calculations; good knowledge of codes and ordinances relating to construction; ability to perform mathematical calculations necessary to compute estimated valuation of building projects; ability to use appropriate engineering tables to verify the adequacy of proposed load bearing members in structures; ability to interpret and review plans for plumbing and HVAC; ability to read and calculate heat loads by means of Manual "J" and related information; ability to maintain current knowledge of technical developments in the construction, plumbing, and mechanical fields; ability to interpret legal codes and enforce code compliance with firmness, tact and impartiality; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, architects, engineers, contractors, homeowners, agencies, other employees, and the public; ability to analyze data and draw valid conclusions; ability to maintain accurate records and to prepare related reports.

MINIMUM QUALIFICATIONS: Completion of a four-year apprenticeship program or equivalent work experience at a skilled level in the plumbing or HVAC field; or two years of work experience at a skilled level in the plumbing or HVAC field and two years of college course work involving drafting work and interpretation of construction drawings; or equivalent experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL QUALIFICATIONS: Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of one of the following ICC and successful completion of necessary ICC examinations to meet all disciplines within one year of date of hire or promotion with maintenance of current status in all examination areas (all costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant):

ICC
M3 – Mechanical Plan Examiner
P3 – Plumbing Plan Examiner

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

History of Revisions

Established: 05/23/00
Revised: 04/06/04
Revised: 07/01/05
Revised: 11/09/07