

## JOB DESCRIPTION

### PLUMBING INSPECTOR

POSITION TITLE:	PLUMBING INSPECTOR
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	April 13, 2006

#### POSITION SUMMARY

The Municipal Plumbing Inspector shall be responsible for installation, upkeep and repair of plumbing and heating in all Municipal Facilities. Also to issue Plumbing Permits and conduct Plumbing Inspection through out the Municipality of Crowsnest Pass. This individual shall hold **a Class 5 License c/w air endorsement.**

#### *Job Requirements*

1. Shall be responsible, but not limited to, the maintenance and the repair of all Municipal Plumbing, Heating and Inspections, including Maintenance Shops, Sewage Treatment Plants, Water Treatment Plants, Booster Stations, Arenas, Fire Halls, Municipally owned Buildings and Ski Hill in accordance with established and generally accepted maintenance standards.
2. Shall be responsible to conduct all necessary Plumbing Inspections through out the Municipality as required by the Province of Alberta including residential and commercial.
3. Shall be responsible to conduct all necessary Gas Inspections through out the Municipality as required by the Province of Alberta including residential and commercial.
4. Shall be responsible to conduct all necessary Private Sewage Disposal Inspections through out the Municipality as required by the Province of Alberta including residential and commercial.
5. Shall be responsible to inspect and certify Boiler Systems in Municipal Facilities as required by the Province of Alberta.
6. Responsible for the neatness and upkeep of the Municipal Shop.
7. Shall assist with the continued development, implementation and refinement of Municipal Plumbing Systems.
8. Shall assist with the annual maintenance of furnaces in Municipal Facilities.

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### **Job Requirements – cont'd**

9. Responsible for the maintenance of plumbing inventory.
10. Responsible for ordering of all plumbing supplies and equipment, as approved by the Superintendent of Public Works, in accordance with the Municipal purchasing policy.
11. Operates heavy equipment when required.
12. Shall assume “on call” duties as required.
13. Subject to “call out” duties as required.
14. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.
15. Shall perform repair work on all Municipal Infrastructure as required.
16. Shall perform all duties in accordance with all Municipal Policies.
17. Investigate and recommend in co-ordination with the Superintendent of Public Works, all tendered bids and quotes.
18. Shall assist the Superintendent of Public Works in the preparation of both operational and capital budgets.
19. Shall assist with Emergency Measures or Rescue Services, if requested.
20. Shall perform other duties in relation to the position requirements as assigned.

### **Job Qualification Requirements**

1. Must hold a valid Province of Alberta Journeyman Certificate as a Plumber.
2. Must hold a valid Province of Alberta Certificate for Gas Fitting.
3. Must hold a valid Province of Alberta Certificate for Plumbing Inspector for both Residential and Commercial.

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**Job Qualification Requirements – cont'd**

4. Must hold a valid Province of Alberta Certificate for Gas Fitting Inspector for both Residential and Commercial.
5. Shall have demonstrated training and/or experience in building and maintaining Plumbing Systems.
6. Must hold a valid Province of Alberta Certificate for Private Sewage Disposal for both Residential and Commercial.
7. Must hold a valid Province of Alberta Certificate for Building Operator B Boiler.
8. Valid Alberta Class 5 License c/w air endorsement
9. Shall have, or be able to acquire, certification in WHIMS, First Aid, Confined Space Entry and trenching safety.
10. Shall have demonstrated good working practices consistent with Alberta's Occupational Health and Safety's Statutes and Regulations.
11. Shall own his/her own tools sufficient to do the work required.

**Responsibility**

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment.

Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

**Resource Management**

The position has responsibilities when working with other employees, shows summer students/casuals how, but limited to, the operation of hand tools and simple tasks.

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### **Working Conditions**

Work requires the position may have to work outdoors regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, odor, raw sewage and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires climbing off and on equipment, lifting medium to heavy objects such as, but not limited to: pipe, tools, heaters and pumps.

### **Personal Attributes**

1. The Municipal Plumbing Inspector shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Municipal Plumbing Inspector shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Municipal Plumbing Inspector shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Municipal Plumbing Inspector must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Municipal Plumbing Inspector shall display an ability to follow instructions from his/her supervisors as well as relay the same to others.