

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** Chief Plumbing Inspector  
**Department:** Inspection Services  
**Reports To:** Director of Inspection Services  
**Salary Level:** Salary Grade 8  
**FLSA Status:** Non-Exempt  
**Prepared By:** Scott Satula, Director of Inspection Services &  
Dana Zahn, Human Resources Coordinator  
**Prepared Date:** March 2019  
**Approved By:**  
**Approved Date:**

**Summary** Inspects commercial and industrial plumbing systems and installations for conformance to state and local codes, sanitation standards, and construction specifications by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Make scheduled inspections for plumbing systems of new and existing residential and commercial buildings.

Check plumbing plans and layout for residential and commercial buildings for conformance to codes, ordinance, and statutes.

Approve plumbing applications, issue permits, and make inspections.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

Act as witness in court cases to obtain compliance with Municipal Codes.

Make recommendations to keep codes current.

Make annual tavern and restaurant inspections of plumbing, prior to licenses being issued.

Subject to approval by the Director of Inspection Services, will be responsible to render final determination on all matters related to local administration of the Plumbing code.

Gives guidance to other inspectors in regards to plumbing issues in which they may have questions.

Other duties as assigned by the Director of Inspection Services.

Maintain all plumbing permits and inspection records.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Graduation from high school or GED equivalent + required trade school to obtain plumbing license, three (3) years relevant experience, or any equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the organization. Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to make independent judgments which have considerable impacts on the organization.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Word word processing software. The ability to learn other required software, as needed.

### **Necessary Knowledge, Skills, and Abilities**

Thorough knowledge of plumbing codes and construction standards and practices.

### **RESPONSIBILITY FOR PUBLIC CONTACT**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Certificates, Licenses, Registrations**

Master Plumbers License.

State of Wisconsin, Department of Safety and Professional Services (DPS) certifications in Uniform Dwelling Code Categories of Plumbing I and Private Onsite Waste Treatment System (P.O.W.T.S.) certification.

Valid Driver's License.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

**Miscellaneous** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.