**Title: Kentucky Certified HVAC Inspector**

**Department: Planning and Zoning**

**Supervisor: Planning and Zoning Administrator**

**Job Summary**

Under direct supervision of the Meade County Planning Commission and Administrator, the inspector must perform all duties and obligations necessary for the enforcement of the Kentucky Mechanical Code.

**Duties**

* Review and approve plans that meet building codes, local ordinances, and zoning regulations
* Deny plans that do not meet all building codes, local ordinances, and zoning regulations and articulate to contractor items that need to be corrected for plan approval
* Monitor construction sites periodically to ensure overall compliance
* Use all measuring devices and test equipment to accurately perform inspections
* Issue violation notices and stop-work orders until building is compliant
* Responsible for entering inspection data into our iWorQ software system, to include but not limited to sufficient photographs and reports of findings
* Perform any other duties as assigned by supervisor.

**Minimum Requirements**

* High School Diploma or GED
* Certified Building Inspector as established by the Department of Housing, Building & Construction, Division of Building Code Enforcement
* Must maintain all required Workman’s Compensation and Liability insurance and licenses, certifications, and credentials for the length of the contract
* Must maintain established regular work hours
* A valid KY driver’s license
* Maintain reliable transportation
* Provide all inspection materials (e.g. Inspection stickers)
* Maintain cell phone number with voicemail

**Abilities Required**

* Demonstrate knowledge of the Kentucky Mechanical Code.
* Demonstrate the ability to perform an initial check during the first phase of construction and follow-up inspections throughout the construction project.
* When the project is finished, they do a final, comprehensive inspection and provide written or oral feedback related to their findings.
* Ability to prepare, organize and maintain inspection data, reports, and systems.
* Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
* Follow verbal and written instructions and guidelines.
* Demonstrated ability to handle stressful situations and effectively deal with difficult or angry people.
* Considerable outdoor work is required in the inspection of various land uses and other matters.
* Ability to bend, stoop, climb and crawl to perform inspections.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and

skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

I, , have received this job description that outlines the job duties that I

am expected to perform as I hold this position and also the other requirements that I must meet in order to be employed in the position of an HVAC Inspector for Meade County.

Employee Signature Date Supervisor Signature Date