



City of Danville, Illinois Position Description

Position Title: Part- Time Mechanical Inspector

Classification No. 252

Department: Urban Services

Division: Building Safety

Type of Position:

Full Time Regular Temporary Overtime Exempt Union
 Part-Time Seasonal Non-Exempt Non-Union

Position Reports To/Supervised By: Urban Services Manager

Position Oversees/Supervises: N/A

Position Summary: The general purpose of this position and/or contribution to the department is:

This position will be expected to work 15-20 hours per week and will primarily be responsible for the enforcement of the Mechanical Codes adopted by the City. This person must be able to review and approve construction plans, issue the necessary permits, perform field inspections and maintain records in the City's computer system. This person may also be called upon to enforce various other codes adopted by the City.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

Education: The minimum educational requirements for this position are:

- Employee must possess a High School diploma or a G.E.D. Certificate from a recognized educational institution.

Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Five years of practical experience in this field or in an equal or closely related field.

Required Skills: The following skills are basic to the functions of this position.

Candidates should possess these skills or be able to show their ability to develop these skills within 30 days of their start date.

- Must have thorough knowledge of mechanical systems.
- Must have knowledge of the general provisions of the ICC mechanical codes enforced by the City.

