

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 10/13/81

Revised: 06/15/93, 05/19/97, 04/06/05, 09/15/10, 10/11/17, 08/08/18, 09/07/22, 04/05/23

Titled as Chief Inspector of Plumbing from 04/06/05 to 10/11/17

PLUMBING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public officer position responsible for the inspection of all plumbing work within the City of Ithaca as authorized and defined in Section C-60 of the City of Ithaca Charter, Sections 146-4 and 146-24 of the City of Ithaca Administrative Code, and Sections 48 and 49 of the New York State General City Law, and the New York State Uniform Fire Prevention and Building Code. The Plumbing Inspector inspects private and public plumbing installations, and installations to municipal water distribution and wastewater collection systems, to ensure compliance with national, state and local codes. The incumbent also examines and approves plans and specifications for plumbing and drainage installations and alterations, issues permits, investigates complaints and is responsible for the daily administration of plumbing licenses. The Plumbing Inspector also serves on the municipal Board of Examining Plumbers and, in this capacity, drafts policies, procedures and legislation for review and adoption by the Board. The work is performed under the administrative direction of the Board of Examining Plumbers with extensive leeway allowed for the exercise of independent judgment in carrying out the details of the work. Administrative supervision is provided by the Director of Code Enforcement. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Inspects all phases of plumbing installation in private and public buildings including underground and above ground inspections;
- Inspects grease trap installations, backflow prevention device installations, private manhole or sewage ejector installations and water meter installations;
- Reviews and comments on architectural, mechanical and plumbing installation plans and designs and approves or disapproves the plans and designs;
- Reviews and comments on plans and designs of connections to the municipal water distribution system and/or the municipal wastewater collection system;
- Takes measurements, calculates water demands and wastewater flows, and determines proper pipe sizes and configurations relative to applications for connections to the water and wastewater systems;
- Approves or disapproves applications for water/wastewater connections;
- Maintains files for all applications and permits for all water and sewer connections and ensures compliance and accuracy in the reporting and dissemination of information relative to these permits;
- Enforces state and local codes relative to plumbing installations and water and wastewater connections including providing an explanation of the violation, prescribing a course of corrective action, arbitrating disputed interpretations, providing follow-up inspection to ensure violations have been corrected, and approving or disapproving the corrections;
- Reviews plans and engineering reports relative to the installation of devices to prevent cross-contamination of the water supply, approves or disapproves plans, prepares reports and sends reports to the local health department for final approval;
- Inspects approved installations of cross-contamination prevention devices subsequent to their initial installation and annually thereafter;
- Reviews the design and implementation of grease removal systems, inspects installations, enforces violations to local sewer use ordinances, recommends and follows up on corrective action;
- Serves as a member of the Board of Examining Plumbers formulating plumbing rules, licensing and re-licensing plumbers, writing policy statements, drafting legislation and preparing and administering master plumber examinations;
- Coordinates work activities with City code inspectors, outside inspectors and other public works employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of codes, rules, regulations and ordinances relative to the installation of plumbing and connections to water transmission/distribution systems and connections to a wastewater collection system including codes, rules, regulations and ordinances relative to cross- contamination prevention; thorough knowledge of modern practices, principles, materials and tools used in the plumbing trade; good knowledge of the principles and methods of field inspection; working knowledge of municipal geography; working knowledge of modern office terminology, procedures, equipment and business English; ability to read and interpret architectural and engineering drawings, surveys, maps, plans and specifications; ability to enforce, codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of an Associate's degree in construction technology, engineering technology, or closely related field that included 3 semester credit hours in mechanical drawing or drafting and ten (10) years of full-time paid experience, or its part-time paid equivalent, as a journey or higher-level plumber, at least one (1) year of which shall have been as a master plumber; or
- (b) Graduation from high school or possession of a high school equivalency diploma including or supplemented by one (1) year of mechanical drawing or drafting and ten (10) years of experience as defined in (a), at least one (1) year of which shall have been as a master plumber; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- (a) Applicants must obtain a Master Plumber's license and certification from the NYS Department of Health as a back flow prevention tester within one year of appointment.
- (b) Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- (c) Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve months of permanent appointment, and must maintain said certification for the duration of employment.