

Career Service Authority
Heating and Ventilation Inspector

Revised Date 08/28/96
Revised By Sandy Klawonn
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Inspects heating and ventilation system installations and operations to enforce the Denver Building Code.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Inspects new and existing heating, ventilation, and air conditioning systems, of less than 10 tons, in all classes and occupancies of buildings, including highrise offices and apartments, large commercial buildings, and heavy industry, for compliance with the Denver Building Code.
 - *Knowledge of the standards, practices, methods, and materials used in a heating and ventilation installation and operations sufficient to be able to identify appropriate construction installation, alteration and/or operation of new or existing systems.*

2. Inspects completed work and ensures that work conforms with requirements of local building and safety codes.
 - *Knowledge of common safety hazards and necessary precautions for self and others sufficient to be able to maintain a safe work environment and ensure compliance with safety and building codes.*

3. Investigates complaints of code violations, and recommends appropriate corrective or enforcement action, may issue "stop work" orders or cancel permits, and reinvestigates to verify code compliance.
 - *Knowledge of nationally recognized regulations and standards sufficient to be able to perform boiler and refrigeration inspections*
 - *Skill in conducting investigations to ensure compliance with appropriate rules and regulations.*

- *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
- 4. Interprets and explains rules and regulations, ordinances and standards to property owners, contractors, and the public.
 - *Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various representatives of public or private entities, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
- 5. Assists in training and checking the work of other employees on various projects.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.*
- 6. Prepares written reports and maintains records of inspections performed.
 - *Skill in maintaining and organizing files, records and documents.*
 - *Skill in writing, clearly expressing ideas and facts and utilizing good grammatical form.*
- 7. Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
.....

Job Requirements

Level of Supervision

Performs leadwork on a job by job or rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is

performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated. Completed work is reviewed for soundness of judgment,

Interpersonal Communications

Contacts of a nonprescribed nature involving the negotiation and resolution of nonroutine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

Physical Demands

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Stooping: bending the body by bending spine at the waist.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s)
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object 25-50 pounds.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Environmental Conditions

Extreme Cold: temperature cold enough to cause marked bodily discomfort
Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold
Wet: frequent contact with water or other liquid
Humid: conditions with high moisture content to cause bodily reactions
Noise: sufficient noise to cause distraction or possible hearing loss
Atmospheric Conditions: conditions that affect the skin or respiratory system
May be exposed to hazardous chemicals

Working Conditions

Exposed to a variety of electro-mechanical hazards
Exposed to hazards from electro/mechanical/power equipment
Pressure due to multiple calls and inquiries
Subject to hazards of flammable, explosive gases
Works in precarious or high locations (ladders, scaffolding, etc.)

Minimum Education

Graduation from high school or possession of a GED Certificate required.

Minimum Experience

Three years experience as a licensed or skilled trades worker in heating, air conditioning, and ventilation.

Licensure and Certification

Possession of a valid Colorado Class "R" Driver's License at the time of application.
Possession of a valid Journey Certificate issued by the City and, County of Denver in Heating and Ventilation at time of application.