



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HVAC INSPECTOR I

Job Number: 20000817

Job Code: 32620V231116

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 09/01/1995

Job Revised: 11/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Learns to conduct inspections of heating, ventilation, and air conditioning (HVAC) systems in an assigned geographical area to ensure compliance with state law, regulations, and codes. Participates in formal and on-the-job training; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in the installation, repair, maintenance, or design of HVAC systems

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. In accordance with KRS 198B.6678(2) and 815 KAR 7:070, must successfully pass ICC M1 Residential Mechanical Inspector and ICC M2 Commercial Mechanical Inspector test modules and obtain certification as a mechanical inspector, one- and two-family dwelling and mechanical inspector general within twelve (12) months of appointment. Must maintain any required licensure(s), certification(s), or other credentials for the

length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learns to conduct visual inspections of HVAC equipment such as component parts, complete new HVAC systems, ducts, vent pipes, gas lines, and electrical outlets during inspections. Drafts inspection reports. Performs license compliance checks on jobsites. Drafts violation reports and forwards violation reports to supervisor for screening prior to requesting legal action. With supervisor approval, communicates with contractors about violations of code requirements. With supervisor approval, advises contractors on code requirements and related pertinent information. Frequently refers to construction plans and specifications when learning to conduct visual inspections of HVAC systems. With supervisor approval, notifies utility companies when services should be discontinued because of violations. Prepares, keeps, and renders reports as required.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification may be required to travel and verify licenses within a designated inspection area and may be required to safely enter and work in areas with limited or difficult access to conduct inspections.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.