

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

MD INSPECTOR (MECHANICAL)

The City of Lake Worth invites qualified individuals to apply for the position of MD Inspector (Mechanical).

Closing: Open Until Filled

This position based on a **16-hour work week** with a pay range of **\$24.84 - \$30.00** per hour. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33461.

Part-time employees are not eligible for City health and pension plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews plans to ascertain compliance with applicable mechanical (HVAC) systems and related codes.
- Answers questions in person and on the phone regarding plans and code requirements.
- Researches codes for approval or disapproval of submitted plans, especially in unusual or unique installations.
- Drafts correspondence explaining reasons a plan was disapproved.
- Files new and completed plans.
- Reviews new materials and methods used in building construction; attends training courses to learn of new codes and other inspection regulations; takes an active part in the training process.
- May perform inspections as required, with appropriate licensure.
- Other duties as assigned related to the overall mission of the Department for Community Sustainability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mechanical (HVAC) systems and energy regulations affecting work.
- Knowledge of the principles and practices of the construction industry.
- Knowledge of construction and related materials and tools.
- Skill in providing good customer service.
- Skill in the use of a variety of office equipment including personal computers and related software.
- Skill in reading and interpreting architectural and engineering measured drawings.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

High School Diploma and five (5) years construction experience, or any equivalent combination of training and experience. Requires State licensure as a Building, Residential and Commercial Mechanical (HVAC) Inspector and Plans Examiner or ability to obtain within one (1) year of date of employment. A valid Florida driver's license is required. National Incident Management System (NIMS) Series 100, 200, 559 and 700 certifications must be attained within six (6) months of hire date.

PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

Germaine English, HR Director
City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application
<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

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Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.