



WORKING TITLE: ELECTRICAL INSPECTOR	CLASSIFICATION: BUILDING INSPECTOR III
DEPARTMENT: PLANNING	DIVISION: PLANNING
PAY RANGE: PER CONTRACT	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2017

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Employees within this class conduct inspections and perform plan reviews of single and multi-family residential structures, and commercial or industrial type structures and applicable accessory structures for compliance and adherence to the latest edition of the State of Oregon Residential Code, State of Oregon Structural, Plumbing, Mechanical Specialty Codes and the Oregon Electrical Code. The work involves considerable contact with private citizens, building contractors and others where firmness, tact and diplomacy are required to obtain compliance and cooperation.

SUPERVISION RECEIVED:

Works under the general supervision of the Planning Director and direct supervision of Building Official who makes assignments in the form of oral or written instructions. Work is reviewed through periodic field checks for technical competency, and the use of tact and diplomacy in dealing with the public.

SUPERVISION EXERCISED:

May supervise inspectors classified as I and II.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Reviews blueprints, plans and sketches for compliance with applicable codes prior to issuance of building permits; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections.
- Performs on-site inspections of building construction to insure compliance with current structural, mechanical, plumbing and electrical codes; verifies construction is according to approved plans.
- Responds to questions from and advises the public and building contractors on the requirements for approval of construction or modifications to buildings.
- Writes correction notices.
- Issues "stop work" orders.
- Completes inspection forms.
- Investigates building code violations, complaints and official reports, checking hazardous

conditions.

- Inspects manufactured home set-ups, plumbing and electrical hookups.
- Maintains records of inspections pending and completed.
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Current construction techniques, materials, and practices used by the construction industry, and the ability to read, interpret and apply other applicable codes and pertinent County ordinances and regulations.
- Confidentiality rules specific to duties and responsibilities.
- State of Oregon electrical laws and regulations.

SKILL IN:

- Conducting electrical inspections.
- Communicating effectively, both verbally and in writing.
- Time management.

ABILITY TO:

- Detect and locate possible defects and flaws in building construction and/or electrical systems and to initiate satisfactory corrective measures.
- Review plans and specifications and to determine conformance with established standards.
- Understand and follow written and oral instructions without direct supervision.
- Interact courteously and tactfully with co-workers and the public.
- Establish and maintain effective working relationships with supervisor, co-workers, other County employees, building contractors and the public.
- Respond to general & specific questions regarding inspections.
- Work alone and independently within County/State parameters.
- Complete written reports related to duties.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma/GED and at least two years' experience performing electrical inspections on residential and/or commercial properties.

OTHER REQUIREMENTS:

State of Oregon A-Level Electrical Inspector certification. Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent performs field work in homes, business locations and outdoor up to 90% of the time. Alternately works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office/business or outdoors. The employee will encounter frequent interruptions throughout the workday. While performing the duties of this job, the employee must be able to work in inclement weather conditions and various conditions pertinent with job-site construction and comply with safety and security requirements, e.g. wearing hard hats.

The employee is regularly required to walk, sit or stand up to 90% of the time, talk, or hear 100% of the time, frequently required to use repetitive hand motion, handle or feel, pull, push, reach, crawl, stoop, knee, crouch, climb and bend up to 80% of the time. Specific vision abilities required include close vision, distant vision, color vision, peripheral vision and depth perception. Hand-eye coordination is necessary to operate various pieces of office equipment. Required to lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational or hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.