



JOB DESCRIPTION

Title	Electrical Inspector	Created	July 2001
Department	Community Development	Revised	
Job Class	A 20	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

To enforce the National Electrical Code the applicable state code through inspection of various types of buildings; communicate code requirements to the public, contractors and local officials; investigate cases of non-compliance and report appropriately.

Essential Functions

- Conducts A-level, CABO electrical inspections, and electrical Master Permit inspections as assigned. Inspects in a safe manner all types of buildings and structures during construction for compliance with applicable codes, laws, rules, regulations, fire protection systems and a final inspection. Re-inspects installations after corrections have been made. Works with support staff to ensure "reminder" letters are sent to customers informing them of re-inspection or final inspection requirements. Documents inspections on daily activity log manually or via computer. Consults with agency code experts for interpretation and application of Code in unusual situations. Drives self to inspection sites.
- Analyzes information obtained from inspections and compares with applicable codes, laws, rules and regulations to determine if all safety and code requirements have been met. Indicates code reference on inspection request and report form when corrections are required. Completes and signs forms for approved inspections and provides a copy of the report to appropriate homeowners, contractors, installers, journeymen, tradespersons, government personnel. Communicates violations by posting correction orders to specify the violation which needs correction; issues stop work orders as necessary. Writes preliminary compliance reports if unable to bring contractor or homeowner into compliance and submits to the Director. Appears as court witness when required. Drives through assigned geographical area to verify that construction activity is properly authorized and tradespersons are properly licensed.
- Interprets code provisions for use in electrical installation.
- Provides oral and written communication regarding electrical inspections, plan reviews, and code interpretations. Writes correction notices containing technical information in a friendly, concise manner. Answers general inquiries from the public and contractors on the requirements of the applicable regulations. Reviews and applies changes in laws and codes to inspections and investigations. Participates in conferences and training sessions as directed.
- Maintains work records, including daily activity records, monthly summaries, and case files.



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- Attends continuing education classes. Identifies gaps in inspection procedures and recommends changes.

Mandatory Qualifications

Equivalent to high school plus additional specialized training. Possess and maintain driving privileges in the State of Oregon. Must possess State of Oregon "A" Level Electrical Inspector Certificate and State of Oregon One- and Two-Family Dwelling Electrical Inspector Certificate. Must also possess State General Supervisor's Electrician License.

Desired Qualifications

Four-year degree in Electrical Engineering.

Physical Demands

Include, but not limited to: climbing, kneeling, reaching, pushing, talking, crouching, standing, pulling, grasping, hearing, stooping, crawling, walking, lifting up to 40 pounds.

Working Conditions

Walks through, climbs over and crawls under structures; involves occasional lifting and exertion for short periods; may include long periods of walking or standing; involves exposure to various weather conditions with potentially hazardous job sites; encounters situations involving antagonism, anxiety, frustration and deadlines; travels daily by motor vehicle to make inspections within assigned geographic area in various weather conditions. Must also travel outside geographic area to attend meetings and training workshops.

Supervisory Responsibility

Supervisory duties are not normally a function of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.