

CITY OF BEAVERTON

Electrical Inspector

General Summary

Inspect residential and commercial buildings for compliance with all electrical codes, ordinances, standards, rules and regulations. Check design, construction and quality of materials and location of electrical systems. Review residential, commercial and industrial electrical plans and specifications.

Key Distinguishing Duties

Conduct inspections and plan review requiring State of Oregon A-level Electrical Inspector and State of Oregon 1 and 2 Family Dwelling Electrical Inspector certifications.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Inspect and regulate installations of electrical systems in residential, commercial and industrial buildings. Check the design, construction and location of systems for compliance with state and municipal electrical regulations. Read and interpret construction plans in conjunction with actual construction. Interpret product listings and installation requirements. Interpret and apply electrical statutes to the inspection. Consult and advise builders of electrical code requirements needed to pass inspection.
2. Meet with staff, general contractors, subcontractors, architects, engineers, and other customers to explain code requirements and resolve conflicts and problems. Answer technical questions from the public regarding City, State and applicable local requirements of the electrical codes. Coordinate with other divisions and governmental agencies on final project acceptance.
3. Write inspection reports. Keep accurate inspection records. Enter inspection results into computer system. File inspection records and plans. Track inspections, stop work orders and expired permits. Calculate permit fees and explain fees as required.
4. Investigate code compliance issues as directed by supervisor.
5. Conduct plan review of multi-family residential, commercial and industrial buildings for compliance with electrical ordinances and codes. Approve electrical portion of plans.
6. Perform duties of lower level classifications.
7. Participate in section operational processes including procedure development and implementation.

8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Support and respect diversity in the workplace.

Other Functions

1. Perform electrical plan review of multi-family residential, commercial and industrial buildings for compliance with ordinances and codes as needed.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices related to electrical inspection.
- ◆ Advanced knowledge of practices, principles and techniques used in electrical inspections.
- ◆ Advanced knowledge of the state and local electrical standards, codes, ordinances, laws, and regulations specific to single and multiple family dwellings and commercial and industrial buildings governing electrical inspection.
- ◆ Advanced knowledge of tools and materials used in the electrical trade, including methods and instruments used to install and test electrical wiring systems.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to electrical design, plan review, construction and inspections.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to read blueprints and plan specifications.
- ◆ Advanced ability to use equipment/instruments including engineer and architect scales and related tools required to complete inspections.
- ◆ Strong ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Strong Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 1 year of experience as an electrical inspector or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ State of Oregon general supervising electrician license required.
- ◆ State of Oregon A-level Electrical Inspector certification required.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.

Working Conditions

Daily standing for prolonged periods; daily focus on computer screen; daily precise control of fingers and hand movements; weekly dealing with distraught or difficult individuals; weekly crouching, crawling, bending, kneeling, climbing and balancing for inspections; daily wearing of protective gear; weekly exposure to high-voltage electricity; weekly exposure to high noise levels at construction sites; weekly exposure to equipment with cutting or crushing potential; weekly work outdoors in inclement weather; occasional lifting of ladders and technical equipment; daily operation of motor vehicle on public roads; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: Electrical Inspector

Revised: 1/98

New class specification title 1/98: Electrical Inspector

Revised: 3/03: Electrical Plans Examination added to Essential Functions.

Revised: 10/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date