
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	156
SUPERVISOR:	Building Official	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	1442

GENERAL STATEMENT OF DUTIES: Review and approve plans and inspect all types and stages of electrical installations for compliance to the National Electrical Code and applicable State and County code. Perform other plan review and inspection duties associated with other State structural, mechanical or plumbing certifications. Perform other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Inspect 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. Reinspect installations after corrections have been made. Travel to inspection sites. Document inspections on daily activity logs.

Consult with code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances.

Analyze information obtained from inspections and compare with applicable codes, laws, rules and regulations to determine if all safety and code requirements have been met. Complete and sign inspection reports for approved inspections and provide a copy of the report to the appropriate homeowners, contractors, installers, journeymen, trade persons or government personnel.

Communicate violations by preparing, posting and otherwise informing parties of correction orders to specify the violation which needs correction. Issue stop work orders as necessary.

Prepare inspection compliance reports. Maintain work records, including daily activity records, monthly summaries and case files.

Appear as a court witness when necessary.

Respond to general inquiries from the public and contractors regarding application regulations. Provide electrical code training to other department personnel.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Building Official who assigns and reviews work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Six (6) years experience in the electrical trade and six (6) months inspection experience in specialty code. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate motor vehicle operator's license and must be insurable under the County's liability coverage. Certification as a State of Oregon A level electrical inspector and as a State of Oregon one and two family dwelling electrical inspector. Ability to obtain within one (1) year of hire an Oregon State Manufactured Dwelling Inspector certification and/or CABO one and two family structural inspection certification.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of federal, state and local electrical code rules and laws. Knowledge of state one and two family structural and/or manufactured housing codes.

Familiarity with computer systems and the use of general business software, such as word processing and spreadsheets.

Ability to detect electrical, fire/life safety and other violations. Ability to read and interpret plans and specifications and to compare them with structure in progress. Ability to conduct thorough investigations, compile data and present clear, concise reports. Ability to correctly identify those issues which require confidentiality and to maintain a high level of confidentiality regarding issues encountered. Ability to communicate effectively with people of varying backgrounds who may be hostile or abusive. Ability to communicate effectively in both verbal and written form. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here 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.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and or standing for long periods of time, bending, stooping, climbing, etc. during inspections. The position demands extensive driving, possibly up to 200 miles per day.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION: **ELECTRICAL INSPECTOR**

DATE: 02/26/09

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Extensive travel is necessary, requiring the operation of a motor vehicle, often to remote areas.