



ELECTRICAL INSPECTOR

CLASS SUMMARY:

To inspect electrical installations of varying complexity at various stages of construction, alteration and repair; to ensure compliance with approved plans, specifications, codes, ordinances, and laws; to perform related code compliance work as necessary; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

This is an advanced journey level class of Electrical Inspector. Positions at this level are distinguished by the level of responsibility assumed and the electrical inspection duties assigned, including the possession and maintenance of various professional credentials as outlined below in the Special Requirements section. Employees perform the most difficult and responsible types of duties assigned to Electrical Inspectors, including inspection of all types of electrical installations. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the designated manager or supervisor. May exercise technical and functional supervision over designated staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Conducts field inspections of commercial, industrial, and residential electrical installations, systems, and equipment for use of proper materials, quality of work, and compliance with approved plans and applicable codes, laws, rules and regulations.
2. Issues certificates of inspection; issues notices of approval or correction.
3. Investigates violations, complaints, and accidents involving the electrical code; performs follow-up investigations.
4. Under the electrical Master Permit Program, makes periodic inspections of electrical installations and of electrical maintenance completed by contractors and limited electricians in facilities such as government buildings, schools, industrial plants, hospitals, etc.
5. Checks for required electrical licenses and permits; issues citations when appropriate.
6. May inspect mobile home installations.
7. May appear as court witness.

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8.	Interprets electrical codes and works with builders, property owners, contractors and other relevant parties in making changes necessary to conform to codes.
9.	Enforces codes as necessary, including issuing verbal and/or written notices of code violation.
10.	Assists in resolving disputes between inspection staff and developers, contractors, architects, engineers, and the general public.
11.	Explains and interprets code requirements and restrictions; responds to questions and concerns of the public and other employees regarding inspection procedures and electrical codes, laws, rules and regulations.
12.	Prepares appropriate paperwork, records and reports, including maintaining inspection records using an automated permitting and tracking system to enter and retrieve data.
13.	Provides technical guidance and support to other staff.
14.	Reviews electrical plans for conformance to Electrical Specialty Code.
15.	Assists in zoning, general land use and code enforcement inspection work as assigned.
16.	Performs other related duties as assigned.

Knowledge of (position requirements at entry):

- Principles and practices of the Oregon Electrical Specialty Code, and pertinent State and County laws and ordinances as applied to commercial, industrial, and residential construction.
- Proper construction and inspection methods and procedures, including manufactured home siting and inspection.
- Principles of electrical design, engineering, and mathematics.
- Electrical wiring methods and materials for commercial, industrial, and residential buildings.
- Standard County permit processes and zoning regulations.
- Methods and instruments used to test electrical installations.
- Required and appropriate safety procedures and equipment.

Ability to (position requirements at entry):

- Inspect electrical installations, and detect electrical, fire & life safety, and other violations.
- Read and interpret electrical wiring diagrams and electrical construction plans; evaluate electric materials, electric products and methods of installation; calculate electrical loads.
- Read and interpret electrical codes, regulations and policies, and apply this knowledge to specific situations.
- Determine corrective actions and advise contractors in achieving compliance according to appropriate specialty codes.
- Communicate clearly and concisely, both orally and in writing, including explaining technical electrical information.

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- Prepare reports and document findings.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Train other professional and technical personnel.
- Work outdoors in all weather conditions and in a variety of settings, including office environments and construction sites.
- Make decisions independently in accordance with established rules and regulations.
- Use initiative in judgment in carrying out tasks and responsibilities.
- Input and retrieve information using computer software.
- Respond to emergency call outs when necessary.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the 12th grade, and additional specialized training in the electrical trades.

Four years' experience as a licensed general journeyman electrician, and a current valid Oregon general supervising electrician license;

OR

A four-year Bachelor of science degree in electrical engineering, plus three years approved experience in design, inspection or supervision of installations covered by the National Electrical Code or Electrical Specialty Code.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Possession of at time of hire:

- A valid Oregon driver's license.
- Current, valid Oregon general supervising electrician license or equivalent.
- Oregon Code Certification as an Electrical Inspector (EI) and, if certified after October 1, 2005, an Oregon Inspector Certification (OIC).

Possession of or ability to obtain within 6 months of hire:

- Oregon Manufactured Dwelling Inspector Certification

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Established per Board Order 09-1-7-12.

FLSA Status: Non-Exempt.