

# **LINN COUNTY CLASSIFICATION**

**TITLE: ELECTRICAL INSPECTOR I**

**NUMBER: 311**

**PAY RANGE: 71**

**CATEGORY: SEIU**

**APPROVAL ORDER NUMBER: 2020-105**

**DATE: APRIL 21, 2020**

**GENERAL STATEMENT OF DUTIES:** Conducts inspections of commercial and residential electrical installations for conformance with the Oregon Electrical Safety Law and the Oregon Electrical Specialty Code. Conducts inspections of construction projects for conformance with the applicable Oregon Specialty Codes. Communicates with contractors, engineers, architects and the public to discuss code compliance.

**SUPERVISION RECEIVED:** Works under the general supervision of the Building Official who outlines assignments and reviews work through observation, conference and analysis of reports.

**SUPERVISION EXERCISED:** Supervision of employees is not a normal responsibility of positions in this class but an incumbent may assist in the job orientation of new personnel.

**ESSENTIAL FUNCTIONS:** A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Conduct field inspections and plan review of all electrical installations governed by the Oregon Electrical Safety Law in a manner that assures compliance and safety.
2. Conduct field inspections and plan review on projects where qualified, demonstrated through possession of Oregon Building Code Division Certifications, in a manner that ensures safe compliance with the Oregon Specialty Codes and related County Codes.
3. Conduct inspections of completed work and give official approval to acceptable installations.
4. Complete inspection forms, maintain a daily log of activities, prepare and provide correspondence and notices of correction within the appropriate timelines.
5. Investigate alleged violations and complaints, particularly checking for hazardous conditions, and make official reports.
6. Set inspection routine for the day.
7. Provide the public with information regarding the electrical code and other codes where qualified. Advise the public on how to achieve code compliance.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.

9. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of all types of electrical installations, materials and methods and of the various points of construction where defects may be most readily observed and corrected.

Ability to read and interpret the Oregon Electrical Safety Law and the Oregon Electrical Specialty Code. Ability to read and interpret plans and specifications and to relate them to construction in progress. Ability to tactfully enforce codes and regulations. Ability to communicate effectively both orally and in writing. Ability to establish and maintain harmonious working relationships with contractors, the general public and other County employees.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school plus training required to obtain State A and C Level Inspector Certification.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of an Oregon General Supervising Electrician's License; possession of Oregon A and C Level Electrical Inspector Certifications; Manufactured Home Inspector Certification; Oregon Inspector Certification (OIC); and possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed at construction sites. A person must have the ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights is required. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop and the ability to lift, move and/or carry up to fifty (50) pounds and use hands to finger, handle or operate office tools or controls or equipment and reach with hands and arms.