

City of La Grande
Electrical Inspector/ Specialty Codes Inspector III

Department: Building
Accountable to: Building Official
Supervises: Non-Supervisory

FLSA Status: Non-exempt
Representation: Represented
Adopted: August 2022

GENERAL POSITION SUMMARY:

This is an upper-level skilled inspector position that involves plan reviewing and inspection of one and two-family dwellings, commercial, and industrial buildings for structural, mechanical, and plumbing and/or electrical compliance with State codes and related City Ordinances; inspects manufactured dwelling set-up installations and alterations; and issues related permits.

ESSENTIAL JOB FUNCTIONS/MAJOR RESPONSIBILITIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Performs technical office review of building and construction plans and performs on-site inspections for compliance with City ordinances and State and other applicable building codes, including but not limited to plumbing, electrical, structural, mechanical, fire and life safety, and other applicable codes.
- Acts as a resource to contractors, public, design professionals, and other interested parties on matters related to code requirements and construction techniques and practices.
- Investigates hazardous or illegal conditions.
- Documents inspections including violations and all records including inspection reports and correspondence with affected parties on compliance efforts.
- Requires corrections to be made when deficiencies are discovered and assists contractors and owners in determining how such corrections may be made to achieve code conformance.
- Enforces appropriate state specialty codes, ORS, OAR, City ordinances and other related regulations.
- Examines and evaluates building plans and specifications for safety and zoning code compliance and accepted engineering practices.
- Performs all work duties and activities in accordance to City policies, procedures and safety practices.
- Completes cross training as provided and obtains additional certifications as required.
- Organizes and plans own work schedule to meet work flow demands in a timely and efficient manner.
- Maintains State Certifications and knowledge on State codes by attending training, conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas of responsibility.
- Produces written reports with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Uses Accela ePermitting software system.

- Complies with all applicable federal, state, local and constitutional laws and ordinances.
- Complies with industry and department standards, guidelines and policies.
- Maintains professional demeanor and conduct at all times, especially under stressful circumstances and in dealing with difficult situations.
- Performs other duties as assigned or directed.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not a normal function of this position.

SUPERVISION RECEIVED:

Works under the direct supervision of the Building Official.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of materials and methods used in construction of the fields assigned by the Building Official.
- Knowledge and proficient use of Microsoft Office Word and Outlook.
- Knowledge of fundamental principles of Inspection area assigned by Building Official.
- Knowledge of standard practices and procedures for field inspections.
- Knowledge of principles, procedures, materials, and standard practices of building construction, including stages when inspections to detect violations and defects are observed and corrected.
- Ability to follow written and oral instructions.
- Ability to accurately read and comprehend construction plans.
- Ability to objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Ability to communicate effectively and establish and maintain positive working relationships with other employees, the public, developers and contractors, customers, applicants, property owners and other interested and affected parties, including difficult and sometimes adversarial circumstances.
- Ability to produce written reports in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Ability to use graphic documents such as blueprints, schematic drawings, layouts or other visual aids.
- Ability to operate a motor vehicle safely.
- Ability to learn and use Accela ePermitting software system.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

Any equivalent combination of education and experience which provide the applicant with the knowledge, skills and abilities required to perform this job.

- High school diploma or equivalent
- Minimum five years' experience in residential and/or commercial construction
- Oregon Electrical Inspector Certification (EI)
- Oregon Inspector Certification (OIC)

Within one year of employment, must obtain and maintain:

- Oregon Residential Structural Inspector (CAS)

- Oregon Residential Plans Examiner (CAX)
- Position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or able to secure an Oregon driver's license within one month of hire date) and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage
- The Building Official, in their sole discretion, may extend the above time frames up to one year for the required certifications in cases where circumstances beyond the employee's control have prevented getting such certification. Extensions of time beyond one year requires Department Director or City Manager approval.

WORKING CONDITIONS:

The employee will work in both an office and field environment. While in the office environment, the employee will spend the majority of the time sitting at a desk or standing at the building counter assisting customers. While in the field environment, the employee will be working near moving mechanical equipment, in precarious places, and exposed to various weather conditions and airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. May be subject to verbal abuse and/or abusive language.

PHYSICAL DEMANDS:

Some work is performed in office settings. Substantial outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear, and traverse undeveloped areas with uneven terrain. The employee must occasionally lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

MATERIALS AND EQUIPMENT USED:

Materials and equipment used include but are not limited to:

- Computer, keyboard, mouse/trackball
- Multi-line phones
- Cell Phone/Telephone
- Tablet
- Fax Machine
- Ten Key/Calculator
- Printer
- Scanner
- Copier
- E-Mail
- File Folders
- Paper
- Pens/Pencils

- Hand and Power Tools common in the industry
- Ladders
- City Vehicles
- Motorized Equipment

[Handwritten Signature]

August 30, 2022

City Manager Approval/Date

I have reviewed this job description and am able to perform the essential function with or without reasonable accommodations and I have received a copy of this job description.

Employee Signature/Date