

**JOB ANNOUNCEMENT****April 2, 2024****Electrical Inspector/Specialty Codes Inspector III****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.

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.

SALARY: Starting salary range \$4,729 - \$5,115 per month depending on experience plus pay for certain certifications. Entire position salary range \$4,729 - \$5,984 per month, plus additional pay for certain certifications

BENEFITS: Medical, Vision, Prescription and Dental Insurance / Life and Disability Insurance / Life Flight Membership / VEBA-Health Reimbursement Account / Retirement / Paid Vacation, Holiday, and Sick Leave / Wellness Incentive

FIRST REVIEW DATE: April 22nd, 2024 at 5 p.m. Open until filled.

APPLICATION PROCEDURE: A City of La Grande Job Application Form and Job Description may be obtained from the City's website at www.cityoflagrande.org and returned to Cari Markham, City of La Grande, 1000 Adams Avenue, La Grande, Oregon 97850, Faxed to 541-624-5817, or emailed to cmarkham@cityoflagrande.org

Equal Employment Opportunity Employer