



City of Lewiston

Job Description

Job Title:	Electrical Inspector	Position Control:	Click here to enter text.
Department:	Community Development	Job Class:	Click here to enter text.
Classification:	Non-Exempt	Position Type:	Full Time
Pay Grade:	281	Reports To:	Click here to enter text.
Supervises:	Click here to enter text.		

Summary Statement:

Under the direction of the Building Official, inspect construction sites, installations, and methods and materials to assure compliance with building and safety standards and codes adopted by the City; examine construction drawings and specifications; provide information concerning construction codes and requirements.

Essential Job Functions:

Conduct field inspections of public, private and commercial construction sites from start to finish of construction stages and inspection of methods and materials used to assure compliance with building and safety standards and codes adopted by the City.

Inspect electrical components and wiring for compliance with approved plans, and the National Electrical Code.

Communicate with a variety of personnel, City departments, outside organizations and the public to exchange information, to coordinate activities and to resolve issues, concerns or questions regarding electrical code requirements.

Interact with City personnel, contractors, the general public and others regarding zoning questions and issues, plan review, and building permits; read plans for commercial and residential structures and assure compliance with applicable building codes; compare actual field construction with approved plans to assure compliance and agreement.

Perform a variety of office responsibilities to answer questions from homeowners and contractors regarding construction and building codes and to allow for public accessibility to inspection personnel during business hours.

Prepare and maintain a variety of building permit and inspection records and reports as required; write detailed correction notices of code violations discovered during inspections; issue building permits and conduct business license inspections.

Assist building contractors and owners to assure structures are built in compliance with applicable codes and zoning requirements; coordinate activities with the Development Coordinator and Fire Marshal; assist with the treatment and prosecution of persistent code violators.

Conduct various inspections of hazardous conditions of buildings and related facilities in response to citizen complaints or instructions from the Building Official; inspect buildings damaged by fire; complete and distribute correction notices and perform follow-up inspections to assure compliance.

Operate a vehicle, test equipment, ladders, standard office equipment, common computer systems and programs.

Perform related duties as assigned.



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Minimum Qualifications: (Education, Experience, Licenses, Certificates, Knowledge, Abilities, Etc.)

EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to: four years at the journey-level in electrical construction as required by Idaho State law.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must possess a Certificate of Competency from the State of Idaho Electrical Division as a Journey-level Electrician; valid driver's license.

Actively work towards obtaining the following ICC certifications; electrical inspector, mechanical inspector and building inspector.

Knowledge and Abilities:

KNOWLEDGE OF:

National Electrical Code.

Field inspection methods, procedures and techniques.

Construction procedures and methods.

Plan examination and review procedures.

Technical knowledge of buildings, facilities and electrical components and systems to be inspected.

Report preparation and records maintenance procedures.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform field inspections of buildings, electrical systems and other facilities under construction, installation or alteration.

Assure compliance with applicable building codes and City ordinances.

Work and communicate effectively with the public, contractors, developers and co-workers.

Read and interpret codes and plans.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Organize and maintain accurate records.

Prepare legible, clear and concise correspondence and written materials.

Resolve conflicts in a positive manner.

Working Conditions:

Indoor and outdoor work environment, subject to seasonal heat and cold or inclement weather conditions; incumbents may be exposed to noise from working in a construction area.

Physical activities required include climbing ladders and stairs and working from heights, standing for extended periods of time, walking over rough or uneven surfaces, driving a vehicle to conduct work, bending at the waist, crawling, seeing to inspect buildings and facilities, and speaking and exchanging information.

Incumbents may be exposed to electrical power supply and high voltage, working in a cramped or restrictive work chamber, working on ladders or scaffolding, and working at heights.



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Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date:	Click here to enter a date.