



## City of Lake Oswego, Oregon

### Job Description

## SENIOR ELECTRICAL INSPECTOR

**FLSA Status: Non-exempt**  
**Union Representation: LOMEA**

**Salary Grade: 536**  
**Job Code: 2045**

### Class Summary

Under the general direction of the Building Official / Permit Center Manager, positions in this classification review, inspect, evaluate and approve installations in commercial, industrial and residential structures and premises, including multi-family dwellings, for compliance with the Oregon Plumbing, Electrical and/or Building Codes.

### Distinguishing Characteristics

Acts as technical resource in areas of code specialties. Performs plan review of all electrical submittals. Work involves code interpretation, report preparation and field inspection to determine whether plans, workmanship and materials conform with legally established requirements. Employees work independently on field inspections, representing the Building Official / Permit Center Manager in the field, and make decisions exercising technical judgment; however, they consult with the Building Official / Permit Center Manager on unusual cases, or cases having policy or enforcement implications. This position is a resource for lower certified electrical inspectors on jurisdictional calls and interpretations of the electrical code under the Building Official. Manages the electrical permitting program for the City of Lake Oswego delegated by the Oregon Department of Consumer and Business services. Inspectors in this classification may also be assigned enforcement activities of City code and nuisance regulations, which may include case documentation for legal action. Work is subject to periodic checks and review by the Building Official / Permit Center Manager. Employees in this position may provide work procedure instructions or problem solving assistance to inspectors in a lower classification.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Conducts on-site inspections of installations, checking for conformity with the Oregon Electrical Codes.
2. Explains and interprets applicable State and City codes to contractors, homeowners, architects, engineers, designers and citizens of the community.
3. Handles code conflict resolution in the field. Works to resolve conflicts through results of action selected.
4. Reviews construction plans and documents to ensure adherence with codes and regulations.

5. Issues letters of correction, abatement and compliance to contractors, and re-inspects construction projects for conformance.
6. Investigates and documents City Code violations for possible prosecution by City Attorney.
7. Keeps records of inspections and prepares reports.
8. Develops policy and procedures for the electrical permitting program at the City of Lake Oswego.
9. Maintains the City's Master Electrical program and the Electrical Minor label permit inspection process.
10. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Methods, principles, techniques and practices of building construction, repair and alteration.
- Possible defects and flaws in building construction and of corrective measures.
- Building codes, regulations and laws related to areas of specialization.
- Proper business English usage, spelling, grammar and punctuation.
- Performs other duties of a similar nature or level.

### **Skills and Abilities to:**

- Detect and locate defective workmanship and materials.
- Interpret building plans, drawing and diagrams.
- Communicate technical information effectively both in writing and verbally; write clearly and concisely with use of good grammar, spelling and punctuation.
- Customer service skills and developing and maintaining effective working relationships with other employees, contractors, building owners and members of the general public.
- Gather and weigh facts against applicable laws, rules and regulations, and drawing appropriate, well-thought-out conclusions concerning questions and facts. Understands provision for alternates in the code.
- Demonstrate reasonable judgment in application of the code.
- Understand reasons and intent of the code and communicating this to the public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and extensive experience in construction, installation or inspection; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

The following certifications are required:

Oregon "A" Level Electrical Inspector Certificate or Oregon EI Certification.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*