



CLASSIFICATION NO. 900
Established: 11/90
Revised: 8/17, 5/25
FLSA: Non-Exempt
EEO: 3

ELECTRICAL INSPECTOR

CLASS CHARACTERISTICS

Under general supervision, to review plans for and inspect electrical installations at residential, commercial and industrial locations for compliance with relevant State of Oregon codes and Clackamas County regulations; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Building Services Division within the Department of Transportation and Development is responsible for administering the State of Oregon building and related codes, DEQ rules and Clackamas County ordinances and regulations.

The Electrical Inspector is a journey-level classification responsible for reviewing plans for and inspects electrical installations at residential, commercial and industrial locations for compliance with State of Oregon regulations. Electrical Inspectors perform field inspection work independently, requiring responsible decisions, knowledge, and judgment of applicable State of Oregon electrical codes, regulations, and standards.

The Electrical Inspector is distinguished from the Electrical Inspector Supervisor who provides technical guidance and supervision of the Electrical Inspection staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews plans of proposed electrical work for conformance to State codes and County regulations; confers with electrical engineers, contractors, electricians, and other permit applicants regarding code requirements and inspection procedures; explains designated policies, statutes, ordinances, regulations, and codes pertinent to the electric trade.
2. Inspects new or remodeled electrical installations for quality of work, use of proper materials, and compliance with State electrical codes and County regulations; inspects existing or fire-damaged electrical systems for deterioration and hazardous conditions; issues certificates of inspection and approval or notice of deficiency; explains deficiencies and answers questions regarding corrections required to meet code requirements.
3. Completes and maintains inspection and compliance records and progress reports; issues verbal/written violation notices at job sites; reviews/checks licenses and permits; files formal reports for noncompliance with violation notices; ensures corrections are made in a timely manner.

4. Reads and interprets blueprints and specifications in the field regarding compliance of all phases of construction with approved plans and specifications.
5. Interprets and explains code requirements and procedures for plan reviews, on-site inspections, and applicable permits via the phone, in person, or in writing.
6. Assists in the field training of other inspectors.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon Electrical Specialty Code.

Working Knowledge of: Electrical wiring methods and materials for residential, commercial and industrial buildings; County field inspection procedures and practices; County permit process; mathematics; proper grammar and business writing etiquette; building plans and blueprints; technical building information.

Skill to: Read and interpret electrical codes, regulations and policies and apply knowledge to specific situations; read and interpret electrical wiring diagrams and electrical construction plans; evaluate electric materials, products and methods of installation; interpret and explain technical electrical information; calculate electrical loads; read and interpret blueprints; explain technical electrical information and requirements to a variety of stakeholders; communicate effectively with people who are angry, hostile and/or upset; operate computers and related software; organize work; schedule and set priorities; exercise tact and diplomacy in dealing with co-workers and the public; prepare reports; write clear, concise, and accurate letters and reports; input and retrieve information using computer software; establish and maintain effective working relationships with county staff, the public, and a variety of stakeholders; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties in the field require reaching, squatting, kneeling, crawling, bending, twisting, climbing, fine motor control, and the ability to lift and carry objects, and push/pull 40 pounds. Duties also involve exposure to slippery and/or uneven surfaces, exhaust fumes and dust, working at heights on ladders and roofs, and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire:

- Oregon Inspector Certification (OIC)
- Electrical Specialty Code Inspector (EI)

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Incumbents must maintain valid and active certifications in accordance with County and State regulations throughout the course of employment.