



CLASSIFICATION NO. 899
Established: 4/03
Revised: 12/07, 8/17
FLSA: Exempt
EEO: 3

ELECTRICAL INSPECTOR SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to supervise and coordinate the work of assigned staff performing electrical inspection; to review plans for and inspect electrical installations of all types and complexities for compliance with relevant State of Oregon codes and Clackamas County regulations; to resolve technical and code interpretation questions; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

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

The Electrical Inspector Supervisor is responsible for the coordination and supervision of staff within the electrical section, including the implementation of the division's goals, objectives, policies and procedures. The incumbent supervises the review of plans for projects of all types and performs field inspections on the same.

The Electrical Inspector Supervisor is distinguished from the Electrical Inspector by the former's direct supervisory responsibility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes, and supervises the work of Electrical Inspectors; ensures that projects are completed on time; approves leave, overtime, and signs time cards.
2. Assigns inspection projects to staff; consults with staff regarding difficult or highly complex electrical installations.
3. Directs section meetings; participates on the personnel team to hire, train and supervise assigned staff to provide quality service to citizens and other county staff; prepares and conducts performance evaluations; recommends and administers progressive discipline; facilitates staff training and development programs, promotes cooperative team efforts among staff and other County departments.
4. Confers with and provides technical information to architects, engineers, contractors, and the general public regarding appropriate electrical codes.
5. Reviews complex 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; tracks the plan review process for the electrical section.

6. Performs field inspections on electrical installations of all types and complexities 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.
7. Completes and maintains inspection and compliance records and progress reports; posts violation notices at job sites; reviews/checks electricians, licenses and permits; files formal reports for noncompliance with violation notices.
8. Attends division staff meetings; makes recommendations to Building Official on alternative forms of construction and/or modification of the current code.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon Electrical Specialty Code and Electrical sections of the State of Oregon Residential Specialty Code.

Working knowledge of: Personnel management principles and practices; participative management theories; electrical wiring methods and materials for residential, commercial and industrial buildings; County field inspection procedures and practices; County permit process and zoning regulations; basic math and algebra; English grammar and composition.

Skill to: Supervise the work of assigned staff; communicate effectively, both orally and in writing; read and interpret electrical codes, regulations and policies and apply knowledge to specific situations; read electrical wiring diagrams and electrical construction plans; evaluate electric materials, products and methods of installation; interpret and explain technical electrical information; calculate electrical loads; write concise and accurate inspection reports; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; hire, train, evaluate, and discipline personnel; respond to changes desired by citizens and County staff; elicit the cooperation of contractors, electrical engineers, electricians and other concerned parties; maintain accurate records; establish and maintain effective working relationships.

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: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

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

- Oregon Inspector Certification (OIC)
- The following State of Oregon certifications: Electrical Specialty Code Inspector (EI) -
OR- The following State of Oregon legacy certifications: State of Oregon A-Level
Electrical Inspector

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.

Edited: 7/16