

**CITY OF MERIDIAN
JOB DESCRIPTION**

Job Title: Electrical Inspector I
Department: Community Development
Reports To: Electrical Inspection Supervisor
Open Date: May 22, 2022
Close Date: Open Until Filled
Hiring Salary: \$19.99 – \$25.54 per hour, DOE
Salary Range: \$19.99 – \$29.98 per hour, DOE

To Apply Please Visit: www.meridiancity.org

Job Summary:

Performs comprehensive electrical inspections of residential and minor commercial construction projects that have received an electrical permit in the City of Meridian. Responsible for verifying that buildings in the process of construction meet current adopted national electrical code, adopted codified codes, local amendments, specifications, engineering reports, plans and permit requirements. Exercises technical judgment and discretion based on extensive knowledge of the various ordinances, codes and regulations. Must have experience with methods and practices involved in constructing, installing, and maintaining and operating a wide variety of residential, minor commercial and industrial electrical installations and appliances. Provide correction notices to the permit holder and the City of any violations. Works independently in the field and performs detailed data entry and project notes in the city's enterprise software system or other databases. Uses independent discretion and judgment on when to require resubmittals on project scope change or plan modifications. Incumbent works moderately independently within a scheduled routine receiving general direction and supervision from the Electrical Inspection Supervisor.

Essential Duties & Responsibilities:

Inspects new and existing electrical wiring and installations in residential and small commercial buildings and structures to determine that installations conform to approved plans and applicable national electrical codes;

Verifies that electrical equipment has the appropriate labeling and listings for the application;

Performs on-site review of electrical plans and diagrams;

Writes correction notices and requires corrections of deficiencies discovered in electrical wiring and installations;

Monitors inspection area for work being performed without permits or proper occupancy approval and for dangerous conditions;

Issues notices of violation, including stop-work orders after collaboration with the Electrical Inspection Supervisor and the Building Official;

Coordinates the termination of power due to serious code and life safety violations with the local utilities, Electrical Inspection Supervisor and Building Official.;

Verifies the proper licensing of electrical contractors and journey-level workers;

Responds to complaints from tenants about possible substandard housing conditions due to electrical code violations;

Advises electrical contractors and homeowners on various installation problems relating to electrical codes;

Provides information on electrical code and other related regulatory requirements;

Meets regularly with other electrical inspectors to develop policies and procedures to ensure uniformity of inspection;

Coordinates activities with other department and inspection staff by recording inspection results in the city's database or other;

Works with other inspectors to coordinate inspection coverage of the City and to ensure that electrical work is inspected and approved prior to the issuance of a certificate of occupancy, certificate of completion or other final approval;

Verifies correct electrical permit valuations and recommends proper adjustment due to inaccurate reporting and scope creep or change prior to final inspection approval and occupancy approval;

Works with Electrical Inspection Supervisor to create standardized electrical inspection checklists;

Demonstrates continuous effort to improve operations, decrease turnaround times, stream line work processes, and work cooperatively and jointly to provide quality seamless customer service;

Performs other duties as assigned.

Job Specifications:

High School diploma or GED required;

Four years of Journeyman licensed work required at time of hire.

Knowledge, Skills & Abilities:

Must possess current word processing, database, email, and internet computer software application knowledge;

Must have a substantial knowledge of the National Electrical Code (NEC);

Must have knowledge of local ordinance amendments and codes, construction materials and properties, construction trade and common practices, time management principles and advanced customer service principles;

Ability to establish and maintain effective working relationships with other employees and the public in a professional and positive manner;

Ability to display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;

Must be able to provide and display team leadership and mentoring at all times;

Must be a team player with an open mind and willingness to adapt to different situations;

Must have an understanding of building code principles and practices;

Must have an understanding of building code principles using engineered wood;

Ability to communicate effectively with people who are angry, hostile or confused; maintain composure and exercise sound judgment in adverse conditions, coupled with the ability to neutralize emotionally charged situations/interactions;

Ability to work independently with limited oversight from supervisor and complete assignments in a timely fashion;

Ability to read and interpret building plans; develop innovative and equitable solutions to complicated code issues;

Ability to interpret and effectively explain residential and commercial building code requirements, relevant standards and problems with architectural and structural plans to other city staff, owners, contractors, building tenants and designers;

Ability to operate City required software including plan review, word processing, permit tracking, email and internet related programs;

Individuals must be capable of operating vehicles safely and have an acceptable driving record;

Must have experience with methods and practices involved in constructing, installing, maintaining and operating a variety of residential, commercial and industrial electrical installations and appliances;

Must have an understanding of general customer service techniques;

Ability to detect and locate defective electrical wiring in construction, and to ascertain the state of construction and installation when defects are most easily found and remedied and recommend solutions; read, understand and apply construction and wiring blueprints, specifications, drawings and diagrams;

Must have ability and understanding of the process of checking and calibrating electrical test instruments;

Ability to exercise technical judgment based on trade and technical experience;

Ability to prioritize work and maintain an efficient daily inspection route;

Ability to display an attitude of cooperation and work harmoniously with all levels of City employees, the public and other organizations; communicate effectively in the English language at a level necessary for efficient job performance;

Ability to understand and comply with all rules, policies and regulations;

Must maintain prompt and regular attendance; and perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Licensing and Certifications:

Must possess and maintain a valid State of Idaho Driver's License and safe driving record;

Residential and Commercial Electrical Inspector Certifications from the International Code Council (ICC) and/or the International Association of Electrical Inspectors (IAEI) is desirable

Idaho Electrical Journeyman Licensure is desirable at the time of hire, required within 6 months of employment.

Must have 4 years of licensed Journeyman level experience **at the time of hire.**

Work Environment & Physical Demands:

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter;

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards;

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations;

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.;

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.;

Sensory ability to talk, hear, touch and feel;

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance;

Position requires hand/finger dexterity.

Travel Requirements:

Local travel is required using city-owned vehicles.