



Job Title: <u>Electrical Inspector</u>		Job Number:
Job Classification: <u>Professional / Technical</u>		2331
Reports to: Building Inspection Supervisor	Department: Inspections	Pay Grade: 220 Non-Exempt

**PRIMARY DUTY:** Under basic supervision, inspects commercial and residential construction projects for Inspection Services; reviews technical plans and construction documents, inspects structures and verifies compliance with all building, safety and construction codes, standards and regulations and with the approved building plans.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects residential and commercial building construction and building trades activities conducted under permits issued by the City; verifies construction activities are in compliance with all applicable codes, ordinances and regulations.
- Inspects building and electrical construction; approves work which conforms to City codes and zoning regulations; identifies compliance deficiencies and defines corrections to be made; coordinates inspection work with other departments and agencies.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used.
- Verifies quality of workmanship, quality of materials used and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations and issues notices of violation within scope of authority.
- Maintains communications with developers and builders on construction and inspection projects; analyzes practices, identifies problems and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Refers serious problems and disagreements in compliance issues to Chief Building Official.
- Answers inquiries and assists customers with application process, compliance issues, permit review, codes and code enforcement and other City standards and regulations.
- Responds to requests for information; interprets City and state codes, resolves conflicts, provides technical information to City staff and provides assistance to the public within scope of authority.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Driving is an essential job function.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City organization, operations, policies and procedures.
- Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
- International Electric Code and related state and local statutes and regulations.
- City land use and development regulations and zoning and building codes.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical and plumbing inspection.
- Building material specifications and product installation standards.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Reading and interpreting building plans and technical specifications and checking details, estimates, plans and specifications of projects.
- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship quality and detect deviations from plans, specifications and standard practices.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field and following established procedures.
- Maintaining accurate and interrelated technical and computerized records.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent is required; AND five year's journeyman/foreman-level experience in building trades and electrical installation; OR an equivalent combination of education and experience. Work experience in construction inspection is preferred.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.
- Certification as Building Inspector through the International Code Council, Electrical Inspector, State Plumbing Inspector License with a Med Gas Endorsement, or ICC Mechanical Inspector is preferred; International Code Council (ICC) Inspector certifications required within one year of hire.
- Depending on the needs of the City, incumbent may be required to obtain additional specific technical training and certifications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Standing - Particularly for sustained periods of time.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

- The following personal protective equipment may be required and must be worn when required by the task being performed
  - Hardhat, gloves, reflective vest and proper footwear up to and including steel toed boots.
- The visual acuity requirements including color, depth perception and field vision.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
  - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures
  - Requires vision capacity to perform fine calibrations and differentiate between colored wires.
- The conditions the worker will be subject to in this position
  - Work is performed primarily in a vehicle traveling from site to site.
  - The worker is subject to both environmental conditions. Activities occur inside and outside with temperatures that may be below 32° or above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
  - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
  - The worker is subject to hazards including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, exposure to high heat or exposure to chemicals.
  - The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
  - The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms and other areas that could cause claustrophobia.
  - The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

**Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number