

## Electrical Inspector

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class inspect new and remodeled electrical installations to insure compliance with the national, state, and city electrical codes.

### Electrical Inspector - 30000168

#### Distinguishing Characteristics

The journey level of this class typically works independently performing field inspections, and is responsible for decisions requiring discretion, judgment, and knowledge of the electrical codes. It differs from other classes of Inspectors by its focus on and certification in electrical inspection.

#### Typical Duties/Examples of Work

1. Receives and schedules inspection requests; communicates with homeowners and/or contractors regarding questions relating to scheduling and/or code violations.
2. Inspects commercial, industrial and residential electrical installations for compliance with state and local electrical codes and laws.
3. Checks electrical products for proper listings, and insures all products are installed in compliance with all listing requirements and electrical Fire and Life Safety standards.
4. Issues verbal and/or written notices of code violations to electrical contractors, installers or building owners; ensures corrections are made in a timely manner.
5. Enforces Oregon electrical licensing law by checking installer licenses; issues citations for license and/or permit violations.
6. Makes periodic inspections of electrical installations and maintenance completed by contractors and limited electricians under the electrical Master Permit Program, in facilities such as industrial plants, hospitals, government buildings and schools.
7. Records and maintains accurate records and information regarding inspections and installations; communicates with contractors, engineers, architects and owners to ensure electrical code compliance components.

8. Conducts sign inspections for compliance with the requirements of City of Portland Titles 24, 26, and 32.
9. Coordinates inspection records with other inspectors in district to ensure a complete and accurate record.
10. Performs computer record and permit searches to determine appropriate fees, scope of work and ongoing revisions.
11. Assists in field training of other inspectors.
12. Responds to calls to work during emergencies.
13. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: the National Electrical Code in the Oregon State Electrical Safety law; practices, materials, and tools used in making electrical installations; methods and instruments used to test electrical installations; required appropriate safety precautions and equipment.

Ability to: exercise tact and diplomacy in dealing with co-workers and the public; interact effectively in order to problem solve and partner with citizens, community groups and/or contractors; establish and maintain effective working relationships with a diversity of others; stay current with changing rules interpretation, materials and methods; prepare reports, write letters, and input and retrieve information using computer software and use software programs such as e-mail.

Skill in: reading and interpreting electrical plans and past and present electrical code and applying same to specific installations; explaining technical information to both knowledgeable and lay persons; math; communicating effectively with people who are angry, hostile and/or confused.

**Special Requirements**

- 1) Valid state driver’s license and an acceptable driving record; and
- 2) Oregon Inspector Certification (OIC): and Oregon Electrical Specialty Code Inspector Certification (EI)

Electrical Inspectors assigned to the Residential Inspection Section are required to obtain an Oregon Residential Structural Inspector Certification, an Oregon Residential Plumbing Inspector Certification, and must meet the Oregon certification requirements to perform residential mechanical inspections within five years from date of assignment.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes: 2122 Electrical Inspector Adopted: Revised 10-18-83; Revised 03-15-93; Revised 06-30-94 (Updated special requirements)

Revised: 10-18-04; Revised: 11-09-06 (Updated special requirements)

June 2009 - Change Job Class number from 2122 to 30000167, due to system change.

Revised: 10-25-17 Updated special requirements.

## **Electrical Inspector, Senior - 30000169**

### **Distinguishing Characteristics**

The senior journey level is typically responsible for the review and approval of plans for all major electrical installations, including new and existing industrial locations, non-listed equipment, and fire-damaged installations. It differs from Electrical Inspector by leading the work of subordinate inspectors and trainees and providing them with training and advice on the solution of technical problems.

### **Typical Duties/Examples of Work**

1. Provides lead direction to subordinate inspectors and trainees as formally assigned, including scheduling, coordinating, assigning, reviewing and overseeing the completion of a variety of work
2. Reviews permit applications, electrical plans and specifications of proposed installations for proper fees, policy compliance and Electrical Code compliance.
3. Conducts computer record plan checks and research of applicable codes; checks for appropriate electrical licenses and permits; approves code compliant plans and issues permits; advises engineers and contractors on solution of problems to meet code requirements.
4. Inspects electrical installations for use of proper materials, and compliance with electrical code requirements; conducts tests and issues certificates of inspection and approval or correction notices.
5. Inspects special design, made-to-order and imported equipment and machinery which is not listed or labeled by an approved testing laboratory; issues provisional approval permit or requires modifications necessary to assure safety and compliance with the applicable codes.

6. Advises electricians, contractors, and others regarding electrical regulations; advises homeowners in planning and installing their own electrical projects.
7. Works with facilities that participate in a permit program to establish mutually agreed upon repair schedules; reviews plans; operates a personal computer to track data; consults and negotiates with owners and contractors in the program.
8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: the principles and practices of effective leadership, Titles 24, 26, and 32 of the Code of the City of Portland.

Ability to: schedule and assign the work of others.

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff, including assigning and reviewing work.

**Special Requirements**

- 1) Valid state driver's license and an acceptable driving record; and
- 2) Oregon Inspector Certification (OIC)
- 3) Oregon Electrical Specialty Code Inspector Certification (EI).

**Classification History:**

Adopted: 02-03-99 Class created as a result of DCTU Classification and compensation Study 1998-99. This class is composed of the following classes:  
2128 Senior Electrical Inspector

Revised: 02-26-98 (revised to add case manager and personal computer duties)

Revised: 10-18-04

Revised: 11-09-06 Updated special requirements.

June 2009 - Change Job Class number from 2124 to 30000169, due to system change.

Revised: 10-25-17 Updated special requirements.

**Working Conditions**

Work in this class is typically performed in an office and/or a field environment. Incumbent is typically required to negotiate rough terrain; lift up to 25 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies.