

MID-COLUMBIA COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION  
BUILDING INSPECTOR - ELECTRICAL

**General Duties:** Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The employee will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with MCCOG employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; and actively participates in a constructive manner to identify and resolve problems. Enforce the State Electrical Specialty Codes through inspection of all building types and plan reviews where appropriate.

**Supervision Received:** Works under the general supervision of the Program Director and direction of the Building Official.

**Supervision Exercised:** Supervision of other employees is not normally a responsibility of this position.

**Principal Duties:** Enforce the State Electrical Specialty Codes through inspections of all building types. Provide electrical plan reviews for buildings where appropriate. Failure to identify violations and require corrections could result in dangerous situations affecting public health and safety. Communicate code requirements to contractors, the public, and local officials. Investigate cases of non-compliance and report appropriately.

**Essential Duties and Responsibilities** (listed in priority order):

1. Perform all work in a safe manner. Perform electrical inspections for all types of buildings and structure during construction for compliance with applicable codes, laws, rules, regulations, and drawings. Reinspects installations after corrections have been made. Records all inspections on Inspection Request and Report form, leaving copy on jobsite for all inspections. Consults with Building Official for interpretation and application of code to unusual situations.  
Indicates code reference on inspection request and report form when corrections are required. Provides support staff with required copies of all inspection forms. Issues stop work orders as necessary, with Building Official approval. In all compliance cases, make efforts to bring violator into compliance and inform Building Official of all compliance cases. Appears as witness when necessary. Verify tradesperson licenses on jobsites.
2. Reviews electrical plans for compliance with the current Oregon Electrical Specialty Code.
3. Assist the public in code explanations and interpretations.
4. Provides oral and written communication regarding electrical inspections, plan reviews, and

code interpretations. Writes correction notices containing technical information in a clear, easy to understand manner. Answers general inquiries from the public and contractors on the requirements of the applicable regulations. Participates in conferences and training sessions.

5. Maintains work records, including inspection reports, mileage reports, showing any personal vehicle use, job files, etc.
6. Assist Building Official in preparing case files including hearing documents and orders to assess penalties.

**Non-essential Duties:**

- Attends continuing education classes.
- Identifies inefficient inspection procedures and recommends changes to the Building Official.

**Guidelines:** List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Oregon Electrical Specialty Codes;  
ORS 455  
ORS 479  
OAR 918  
MCBCS Policy Statements  
MCCOG Ordinance 07-300

**Physical Demands:** Walks through, climbs over and crawls under structures; involves occasional lifting and exertion for short periods; may include long periods of walking or standing; involves exposure to various weather conditions with potentially hazardous job sites; encounters situations involving antagonism, anxiety, frustration and deadlines; and travels daily by motor vehicle to make inspections in various weather condition.

**Work Environment:** Occasional night meetings may be required. Out of town travel or overnight lodging may be required on occasions. The noise level is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Desirable Qualifications:** **Knowledge of** the interpretation and application of the codes to various types of construction installation and/or equipment. Decisions are made regarding the best method to use to gain compliance with codes, laws, rules, standards and policies.

**Ability to** perform duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follow through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. Negotiation and conflict resolution skills are critical.

The employee will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with agency employees; active

participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; actively participates in a constructive manner to identify and resolve problems.

**Education, Experience, and Training:** The mandatory certification requirements for this position:

State of Oregon Electrical Inspector Certificate (EI)

State of Oregon Manufactured Structure Installation Inspector (MHI) (desired)

**Fair Labor Standards Classification:** The Fair Labors Standard Act (FLSA) of 1938, as amended, covers overtime pay requirements, among other issues. This is a non-exempt position, eligible for overtime.

Acknowledgement:

Received by Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

The signed original document will become part of my Personnel File.