



ELECTRICAL/BUILDING INSPECTOR (I, II, III)

Regular, Full-time

Salary Grade: G-22 to G-24
FLSA Status: Overtime Eligible

Union Status: Non-represented
EEO Category: Skilled Craft

Nature of Work

Under the general supervision of the Building Official, performs technical inspections of commercial and residential work to ensure compliance with the state electrical codes and regulations and standards adopted by the City. The incumbent will also perform mechanical, plumbing, and building inspections of commercial and residential buildings; inspects construction sites, installation methods and materials, and construction details of commercial, multifamily and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements.

The Electrical/Building Inspector series is divided into three classifications based on experience and certifications. Please refer to the requirements as required by RCW 19.28.321-listed below under 'Education and Experience Requirements'.

Distinguishing Characteristics

Electrical/Building Inspector I- is the entry/training level of the professional Electrical/Building Inspector job series, distinguished from the Electrical/Building Inspector II and III by the lesser degree of responsibility and limited independence. Employees work under immediate supervision while learning job tasks. During training and development, may perform Electrical/Building Inspector II tasks with oversight and managerial approval.

Electrical/Building Inspector II- is the journey level of the professional Electrical/Building Inspector series. Work is distinguished from the Electrical/Building Inspector I by a higher degree of independent functioning and judgment, and greater depth of responsibility. Employees receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the Electrical/Building Inspector I level. As part of training and development, may perform Electrical/Building Inspector III tasks with oversight and managerial approval. This level is distinguished from the Electrical/Building Inspector III by experience, knowledge, and overall responsibility.

Electrical/Building Inspector III- is the advanced level of the professional Electrical/Building Inspector series. Incumbents perform electrical and building inspections and plans examinations. They are considered technical experts in areas related to electrical, building, mechanical, plumbing, and the Des Moines Municipal Code. Positions in this class independently perform advanced plans examination and/or building inspection work characterized by an emphasis on assignments of a highly responsible and complex nature. In addition, this position may serve in a technical leadership capacity in relation to Electrical/Building Inspector I and II's.

Essential Functions

- Inspects new and existing wiring and electrical installations in residences, commercial, industrial, public and other buildings to assure compliance with safety standards, codes, laws and ordinances.
- Performs on-site inspections of residential and commercial mechanical, plumbing, and building construction for compliance with approved plans, specifications and applicable local, state, and national codes, regulations and standards governing construction, alteration, and repair of buildings. Reviews plans and specifications in preparation for conducting inspection.
- Investigates complaints to determine existence of illegal or hazardous conditions in new or existing structures; inform property owners and contractors of violations and unacceptable layouts, materials, and equipment; issues red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explains code and design requirements and restrictions, and construction corrections necessary for compliance; assures construction is being performed by licensed contractors under City issued permits.
- Examines pre-permit plans to determine compliance with construction codes for residential structures; perform field reviews of plans and specifications.
- Participates in pre-application and pre-construction meetings as required.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.
- Serves as liaison with other departments and/or divisions as necessary regarding code compliance.
- Notifies customers of instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; preparing plan review letters and scheduling follow-up reviews; approving and signing plans meeting code requirements; proposing and implementing studies to improve or update electrical codes.
- Communicates additional application needs to applicants as needed, and coordinates plan submittals for permits with the inspectors, land use administration planners, and/or other divisions and departments.
- Participates in pre-application and pre-construction meetings as required.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.
- Serves as liaison with other departments and/or divisions as necessary regarding code compliance.

Additional Functions

- Provides support for Emergency Operations Center during disaster response.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Methods and practices involved in constructing, installing, maintaining and operating a variety of electrical installations and equipment.
- Current version of the National Electrical Code (NEC), Washington Cities Electrical Code, International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), International Fuel Gas Code (IFGC), Uniform Plumbing Code (UPC), State and Local Construction Codes.
- Knowledge of Washington Administrative Code 296-46B.
- Revised Code of Washington Chapter 19.28 and the National Electrical Code.
- Field inspection methods, procedures, and techniques; construction procedures and methods; plan review procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge of specific systems to be inspected.
- Interpersonal skills employing tact, patience, and courtesy.
- Health and safety regulations.

Ability to:

- Identify defects and faults in electrical wiring and appliances.
- Perform field inspections of facilities under construction or alteration.
- Operate a variety of small hand tools and electrical testing equipment.
- Verify compliance with assigned building codes and City ordinances.
- Operate computer equipment to maintain inspection records and generate notices and other written materials.
- Work and communicate effectively with the public, contractors, developers and co-workers.
- Resolve conflicts in a positive manner.
- Read and interpret codes and plans.
- Work independently with little direct supervision.
- Organize and maintain accurate records.
- Prepare clear and concise correspondence and written materials.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Relate to other people beyond giving and receiving instructions.

Education and Experience Requirements**Electrical/Building Inspector I Requirements:**

- As required by RCW 19.28.321:
 - Four years of experience as a journey-level electrician in the electrical construction trade installing and maintaining electrical wiring and equipment; or
 - Two years of electrical training in a college of electrical engineering of recognized standing and four years continuous practical electrical experience in installation work; or

- Four years of electrical training in a college of electrical engineering of recognized standing and two years of continuous practical electrical experience in electrical installation work.

AND

- Two years of experience in general building construction. Experience as a building inspector or plans examiner at a public or private agency may be substituted for experience in a general building construction experience on a year for year basis.
- Must be able to obtain a valid ICC Certification as an Electrical/Building Inspector (electrical, building, mechanical, and plumbing) within two years of employment.

Electrical/Building Inspector II Requirements:

- Meets all requirements of the Electrical/Building Inspector and;
- Has current valid ICC Certification as a Combination Building Inspector (electrical, building, mechanical, and plumbing).
- Three years' experience as a Building Inspector or Plans Examiner in a public or private agency.

Electrical/Building Inspector III Requirements:

- Meets all requirements of the Electrical/Building Inspector II and obtains other ICC certifications as required by the Building Official and;
- Four years of experience as a Building Inspector or Plans Examiner in a public or private agency.

Special Requirements

- Must possess and maintain-throughout employment 01 Journeyman Electrician license through Washington State Labor and Industries
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Demands

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally properly lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.