

Building Code Inspector - Electrical

GENERAL SUMMARY

Primary function of the job is to review construction plans and conduct field inspections of residential, commercial, and/or industrial buildings to determine and secure compliance with Electrical Codes and Ordinances.

Employee must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Enforces codes, laws, and ordinances related to residential, commercial, and/or industrial buildings in assigned areas of responsibility.
- Inspects buildings, structures, and installations to determine compliance with applicable State code, Township ordinance, and enforces codes/ordinances as necessary.
- Issues field correction and violation notices.
- Reviews sealed drawings and plans and a variety of construction documents to ensure code compliance related to assigned area of responsibility. Approves and issues permits.
- Assists building owners, contractors, engineers, the public with information regarding code-related matters.
- Enters field report data into applicable computerized systems and maintains related files and documentation associated with field inspections.
- Prepare reports and documentation

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school or G.E.D.
- Four to six years' experience related to assigned area of responsibility.

CERTIFICATIONS, LICENSES (minimum requirements)

- Registered or provisionally registered as an Inspector and must complete training and update requirements for regular registration renewals pursuant to the Building Officials and Inspectors Registration Act.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive.

NOTE: The applicant shall, within 30 days of employment, make application to the commission for provisional registration.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; lift/move up to 100 pounds
- May be exposed to extreme heat and cold, working in close quarters, working in precarious places, working near moving mechanical parts, risk of electrical shock, vibrations, fumes or airborne particles, infectious diseases.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of local and state laws, rules, and regulations relating to code inspection, as well as the legal procedures related to the enforcement of the codes in assigned areas of responsibility
- Knowledge of appropriate construction, fire or building codes, hazards, methods and techniques
- Knowledge of Township permit application processes and Township zoning regulations
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced skill in performing on-site inspections
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Physical ability to perform the job responsibilities such as walking over terrain and digging, as required by job assignment
- Ability to read and interpret diagrams, blueprints, plans and specifications; to apply the applicable code to such plans and recognize deviations from the code and to relate them to the construction process
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment and to work independently
- Ability to maintain the confidentiality of information and professional boundaries