



## City of Irving Job Description

### Electrical Inspector

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05712	<b>Reports To (Job Title):</b>	Chief Electrical Inspector

---

#### **PURPOSE**

Support the city Strategic Plan “Speed-to-Market” and “Safety in the Built Environment” actions by: accurately inspecting (on or before the requested day) a variety of buildings for compliance with electrical codes and other ordinances; maintaining detailed records of inspections; and providing information to the public, contractors, architects, and engineers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Conduct electrical and Certificate of Occupancy inspections.
- Respond to questions and complaints from the public, City staff, contractors, and architects regarding code and inspections issues.
- Maintain accurate written records of inspections made and complaints investigated, which includes tracking the number and type of inspections.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Study code and ordinance changes, attend educational seminars, and confer with other inspectors to stay current with construction trends and inspection procedural innovations.
- Prepare and present cases about dangerous structures to the Building and Standards Commission.
- Monitor private third party lab reports related to inspections.
- Represent the City in job site meetings with construction personnel and owners to offer technical advice.
- Research information pertaining to new and unusual building materials to ensure compliance with the City ordinances.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- None reported.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade plus some related college or vocational training.

### **EXPERIENCE**

- Two (2) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- State of Texas Journeyman Electrical License
- Appropriate valid Texas driver's license
- National Electrical Code Certification (or ability to obtain within 18 months)
- International Residential Code Certification (or ability to obtain within 18 months)
- International Energy Conservation Code Certification (or ability to obtain within 18 months)

### **KNOWLEDGE OF**

- Field Inspections: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Perform field inspections to assure compliance with said codes.
- Codes: In depth comprehension of the international building, residential, and energy codes, local, state and federal laws regarding construction and permitting, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.

## **SKILLS AND ABILITIES IN**

- **Creative Problem Solving:** Within the parameters of code and ordinance requirements, seeking alternative solutions, and instructing and explaining to customers how to achieve their desired end result.
- **Technical Comprehension:** Reading and interpreting blueprints documents, specifications, and details.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping, and calendaring.
- **Prioritization:** Selecting, from multiple options, activities to achieve project goals.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Written Expression:** Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- **Oral Expression:** Communicating information and ideas in speaking so others will understand.
- **Composure under Duress:** Remaining composed and making sound decisions during stressful or sensitive circumstances.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Architects, Contractors, Engineers, International Code Council, Irving's Building and Standards Commission, Las Colinas Association, North Texas Council of Governments, Other cities, Property owners, Texas Alcoholic Beverage Commission, Texas Board of Architectural Examiners, Texas Board of Professional Engineers, Texas Dept of Licensing and Regulation, US Post Office

## **EQUIPMENT AND PROPERTY**

2- way radio, Automobile, Blackberry, City wide computers and software, Copier, Fax machine, Phone system, Printers, Digital camera

## **PHYSICAL DEMANDS**

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.\*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, climb, drive a vehicle, lift up to 10 pounds, sit, stand, talk, and/or walk. Occasionally, s/he is required to crawl, kneel, pull, push, smell, and/or stoop. In rare instances, s/he must run. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is constantly exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high precarious work places, improper illumination, moving mechanical parts toxic or caustic materials and stress. On rare occasions the employee may be exposed to violence. The noise level in the work environment usually is moderate. This job requires him/her to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.