

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Electrical Inspector/Plans Examiner
FLSA Status: Non-Exempt

Dept. Community Development
Reports to: Building Official

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the direction of the Building Official, performs electrical inspections of commercial and residential installations; performs single family residential building, plumbing, and mechanical inspections as needed; 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 constructions drawings and specifications, performs electrical plan review; provides information concerning construction codes and requirements.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Inspects electrical installations for conformance with the appropriate codes, regulations, and plans/specifications.
- Inspects single family residential building, plumbing, and mechanical installations as needed.
- Performs technical review of construction plans to determine and assure compliance with electrical construction codes, ordinances and regulations.
- Monitors construction projects to detect conditions which may require changes in the construction sequence; inform builders of code violations and necessary action for compliance.
- Examines and approves electrical/lighting of dwellings and commercial buildings to verify compliance with applicable electrical codes.
- Answers questions by telephone, at the counter, or in the field regarding: code requirements for electrical, energy, residential mechanical and ventilation; permit application requirements, and other construction related questions.
- Provides expertise and assistance to the Fire Marshal for fire alarm systems.
- Investigates and resolves complaints concerning alleged violations of City ordinances; assists City departments with concerns related to new and existing structures.
- Maintains accurate and thorough records documenting activities.
- Operates related equipment including calculator, levels, gauges, scales, and tape.
- Reviews electrical permit applications to determine conformity and completeness with established regulations.
- Issues notices of correction and violations and suspends work at construction sites if violations have not been corrected within allotted time lines.
- Issues certificates of occupancy.
- Writes letters to clarify policy, correction notices and plan review comments.
- Conducts pre-construction meetings.
- Performs related duties as assigned.

Secondary Functions

- Performs permit technician duties including but not limited to answering public inquiries, reviewing permit applications for completeness; routing blueprints to city departments for approval; notifying applicants, computing and collecting permit fees, issuing permits and maintaining applicable files.
- Participates at the committee level in MyBuildingPermit.com.
- Serves on and participates in various employee committees.

Job Scope

Under the direction of the Building Official, the Electrical Inspector/Plans Examiner performs frequent new and varied work situations. The job involves a high degree of complexity. The incumbent operates independently with minimal supervision from established and well-known procedures and contributes to the development of new concepts.

Interpersonal Contacts

The Electrical Inspector/Plans Examiner interacts with the public, contractors, city staff, and other regulatory agencies. Contacts are in an office and a field setting.

Specific Job Skills

Knowledge of:

- National Electrical Code (NEC), International Residential Code (IRC), State and Local construction codes.
- Field inspection methods, procedures, and techniques; construction procedures and methods; plan review procedures, report preparation and records maintenance procedures.
- Technical knowledge of specific systems to be inspected.
- Health and safety regulations.
- Engineering and survey basics, methods and standards.
- Plan examination and review procedures.
- Soil mechanics.
- Characteristics and strengths of construction materials.
- Basic geometry and mathematical calculations used in engineering drafting and drawing.
- Principles of basic structural design.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Office practices, procedures, and equipment including but not limited to common computer software programs.

Ability to:

- Independently perform complex and technical review of construction plans to determine compliance with applicable city, state, and federal regulations.
- Independently perform complex commercial and residential inspections of construction sites, installation methods, and materials to assure compliance with applicable city, state, and federal regulations.
- Accurately apply and explain city, state, and federal laws, codes, and regulations relating to building inspection and plan review.
- Investigate public complaints to assure compliance with city codes.
- Work and communicate effectively with the public, contractors, developers, and co-workers.
- Analyze situations accurately and adopt an effective course of action.
- Recognize occupational hazards and utilize standard safety practices.

- Prepare clear and concise correspondence and written materials.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with professional judgment and discretion.
- Work independently with minimal supervision.
- Maintain current knowledge of changes in construction codes resulting from technological, architectural and building materials changes and improvements;
- Analyze and compile technical and statistical information and prepare reports.
- Approve electrical permits.
- Route plans for plan checks.
- Communicate clearly and concisely, both orally and in writing.

Education and/or Experience:

Per RCW 19.28.321 as may be amended: At least four years' experience as journeyman electrician in the electrical construction trade installing and maintaining electrical wiring and equipment, OR 2 years 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 continuous practical electrical experience in electrical installation work; OR four years' experience as a journeyman electrician performing the duties of an electrical inspector employed by the Department of Labor and Industries or a city or town with an approved inspection program.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.
- ICC Certification as a Residential Building Inspector or the ability to obtain within 1 year.

Mental Activities

Position requires continuous ability to read, speak, and understand English; frequent decision making, interpersonal skills, customer service, independent judgment and/or action, and the ability to write English; occasional teamwork, creativity, use of discretion, problem analysis, mentoring, and performance of basic math; and rare negotiation and performance of advanced math.

Physical Activities

Position requires frequent standing, walking, talking, and hearing; occasional stooping, sitting, fingering, reaching, feeling, kneeling, climbing, handling, bending, and repetitive motions of feet, hands, and wrists; and rare crawling. The position also requires the ability to push, pull, lift and carry ten pounds.

Job Conditions

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from construction sites, all weather conditions, and rough terrain.

Hazards

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.