



OAKCREEK
— WISCONSIN —

Position: Electrical Inspector
Department: Engineering (Inspections Division)

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description

This is a skilled inspection, plan review, enforcement, and customer service work in the office and in the field regarding enforcement of City of Oak Creek Municipal Codes and State of Wisconsin Construction Codes and Standards particularly related to electrical for residential and commercial buildings and structures. Performs technical inspection work enforcing, interpreting, and reviewing various construction, electrical codes and ordinances; under direct supervision of the Inspection Supervisor.

Supervision/Accountability

This position is accountable directly to the Inspection Supervisor and the Building Commissioner; has no supervisory duties.

Major Duties/Essential Functions

Reviews construction permit applications and issues electrical permits when appropriate. Inspects new and remodeled construction sites to determine whether they are in compliance with uniform dwelling code for electric installation and commercial buildings for the commercial electric code and other applicable City ordinances.

Confers with contractors, architects, homeowners and the public and advises them with regard to the electrical codes and ordinance regulations and possible violations regarding electric installations.

Provides code interpretations and status reports on violation abatement schedules.

Enforces State and local electrical codes. Issues stop work orders, correction notices and citations when warranted.

Maintains inspection records and performs plan review of electrical systems when required to do so.

Provides general zoning, building and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.

Performs all functions of an electrical inspector; including thorough physical inspections of new and existing residential and commercial buildings, other structures and properties to determine compliance with ordinances and codes. Issues correction notices and citations.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and electrical code compliance. Assists in the resolution of complex and sensitive customer

service issues, personally, either by telephone or in writing. Maintains records and documents of customer service issues and resolutions and refers individuals to other staff as appropriate.

Reviews parking lot lighting plans for all new developments as part of the Plan Commission's approval. Provides technical advice to the City on electrical matters involving existing City-owned facilities or proposed City projects.

Assists in periodic revisions to the electrical chapter of the Engineering Design Manual.

Establishes and maintains positive working relationship with contracting community, business owners, other city departments, and citizens. Works closely with We Energies on matters relating to electrical distribution and usage.

Responsible for maintaining an awareness of all department inspection projects active in the field and for reporting any problems or deficiencies to supervisor.

Works in the City's building permitting software (currently BS&A) to maintain records of electrical inspection activity and complete related reports.

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Performs public contact work over the counter, answering inquiries and taking action according to prescribed methods and referring individuals to appropriate personnel.

Minor Duties/Responsibilities

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Responsible for notification to appropriate staff member of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Recommends policies and standards with regard to codes and ordinances to an administrative superior to develop more consistent code enforcement.

Cross trains with other inspectors and performs inspections as needed.

Reviews certifications when needed to confirm those qualified to perform electrical work in the City. Attends preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

Attends meetings, professional seminars and conferences in order to improve work knowledge and skills when reviewed and approved by the supervisor.

Performs other related tasks as assigned.

Knowledge

Extensive knowledge of tools, equipment, methods, materials and procedures used in the electrical portion of building construction. Knowledge of safe operation of hand and electrical tools and other industry-related equipment, particularly electrical test equipment. Working knowledge of a wide spectrum of electrical construction practices, codes, and City ordinances.

Skill/Ability

The ability to read and understand codes, ordinances and complex plans and construction drawings; ability to recognize ordinance and code violations and affect corrective action; ability to work independently; ability to establish and maintain effective interpersonal relationships with contractors, developers, other agencies, employees, other departments and the public; ability to communicate effectively verbally and in writing; ability to ensure compliance with and follow standard safety practices and procedures common to building inspection programs; ability to plan, organize, manage and administer projects requiring coordination with others. Skill in review and analysis of design, plans or actual site structures to determine compliance with acceptable standards; skill in the use of hand and electrical tools, electrical test equipment and other related inspection equipment. Ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to supervisors, other employees, elected officials, and the public. Ability to use personal computer equipment to access, retrieve, or input information using building permitting programs, Windows, word processing and spreadsheet software or other standardized software common to the work unit or as assigned.

Education/Experience

High school graduate/equivalent (preferable completion of a trade's course). Associate Degree in construction, engineering, architecture, planning, or related field is desirable. Status of Master Electrician in the State of Wisconsin.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in office and field settings. Considerable outdoor work is required in the inspection of various building construction sites. A high degree of hand-eye coordination is necessary to operate testing equipment and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit, climb, balance, twist, squat, reach, push, pull, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and move up to 50 pounds and to climb ladders. The employee must be able to walk long distances, stand for long periods of time, frequently enter and exit a City vehicle, and occasionally drive in variable and unfavorable weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to walk on

uneven surfaces; ability to perform inspections which may include exposure to odors, toxic agents, chemical spills, flooding, noise, vibrations, electrical current, vehicular traffic, dust, rodents, insects, infectious agents, and other hazards of the building environment.

License/Certifications

Possess a valid Wisconsin Driver’s License and acceptable driving record per City policy.

State of Wisconsin Master Electrician License, Commercial Electrical Inspector (COMEL), and Uniform Dwelling Code (UDC) Electrical Inspector (ELECT) is required at time of hire.

Possession of Wisconsin Residential (UDC) Building Inspector, UDC HVAC Inspector, and Commercial Building Inspector. Certifications must be obtained within 18 months of date of hire.

Failure to obtain in a timely manner, or loss of any required certification or license, may be cause for disciplinary action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
City Engineer

Revision History:
April 1, 2020
November 7, 2017