

CHIEF ELECTRICAL INSPECTOR

DEPARTMENT : **BUILDING INSPECTIONS**
SALARY : **See Contract**
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **MUNICIPAL EMPLOYEES LOCAL 353**

GENERAL STATEMENT OF DUTIES

Skilled technical position responsible for performing on-site inspections of new and existing electrical installations to secure compliance with City of Waterloo ordinances and regulations governing the installation, repair and operation of electrical equipment. The work is performed under the direction of the Building Official/Maintenance Administrator, but considerable leeway is given for the exercise of independent judgment. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Examines the plans and specifications for electrical wiring in new construction, construction alterations and repairs.
2. Inspects and tests new and existing electrical installations including switch gears, motors and circuits in residences, commercial establishments, public and private buildings for conformance with safety standards, laws and ordinances.
3. Checks work on required permits to see that electrical work complies with ordinances and regulations set out in the Waterloo Electrical Code and National Electrical Code and recommends methods for improvement
4. Maintains records of work performed.
5. Assists and advises citizens and contractors by answering questions concerning the installation and repair of electrical wiring systems and code compliance.
6. Investigates complaints regarding violations of City electrical ordinances and codes.
7. Gives technical advice to other municipal inspectors.
8. Performs other types of inspections as assigned by Building Official to include but not be limited to enforcement of International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), International Plumbing Code (IPC) and International Property Maintenance Code (IPMC).
9. Uses independent judgment to recognize and solve problems as they apply to related City ordinances.
10. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
11. Operates passenger type vehicle and travels to sites anywhere in Waterloo and occasionally to other Black Hawk County cities to perform inspections and respond to code complaints.
12. Performs work of a repetitive nature and varied workload pace.
13. Works outdoors in all types of weather for extended periods. Working environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy, with mechanical and electrical hazards. Walking surface may be uneven with construction materials, debris or other obstructions.
14. Works independently and with others with minimum supervision.
15. Attends work regularly at the designated place and time.

16. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Building Inspections safety rules and regulations.
17. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of or ability to read, interpret and enforce complex municipal ordinances relating to electrical and other building codes.
2. Considerable knowledge of standard practices, tools and terminology in all phases of the electrical trade.
3. Knowledge of inspection and regulatory procedures and practices related to residential and commercial electrical construction and applicable code enforcement issues.
4. Knowledge of occupational hazards and safety precautions necessary in inspection and code enforcement activities.
5. Ability to assess complex mechanical problems involved in building, plumbing, electrical and heating/air conditioning operations.
6. Ability to consult with homeowners and contractors and sufficient interpersonal skills to communicate tactfully in a clear, concise and easily understandable manner while performing inspection duties.
7. Ability to read and work from blueprints, plans and diagrams.
8. Ability to perform professional work, research and give reliable advice on a wide range of code enforcement matters.
9. Ability to effectively communicate orally and in writing, maintain working relationships and interact respectfully with other City departments and employees, City officials, contractors and all segments of the public.
10. Ability to complete assigned work without direct supervision.
11. Personal computer skills and ability to learn

related software applications, enter and retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records.

12. Ability to use independent judgment to recognize and solve problems and make decisions and recommendations regarding enforcement of related municipal ordinances
13. Ability to effectively resolve sensitive enforcement disputes.
14. Ability to observe and enforce appropriate safety precautions.
15. Ability to work independently and with others with minimum supervision.
16. Regular attendance on the job and at the work site is required.
17. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

MINIMUM QUALIFICATIONS

1. High school graduate or GED.
2. Minimum ten (10) years as a licensed journeyman or master electrician.
3. Shall be certified in electrical inspection through the International Code Council (ICC) within one hundred twenty days (120) of employment; shall be certified in residential combination inspection through ICC within one (1) year of employment; shall be certified in light commercial combination inspection within two (2) years of employment. Failure to obtain these certifications may result in termination of employment.
4. Iowa Driver's License and good driving record based on City of Waterloo insurability criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for DWI, reckless driving or other major moving violation within the previous five years will

disqualify applicant from being considered for this position. Loss of license or conviction for DWI, reckless driving or other major moving violation while employed by the City of Waterloo will result in layoff, unpaid leave of absence or termination depending on the specific situation. Four or more citations for moving violations within a three-year period or three or more citations for moving violations within a one-year period will be reviewed on a case-by-case basis and continued employment will depend on insurability. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in disciplinary action up to and including termination.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient communication skills that permits the employee to interact effectively with members of the public, coworkers and contractors. Uses hand-held radio and telephone as communication devices to maintain contact with office.
2. Sufficient hearing to understand and carry out instructions and to respond verbally to questions from supervisor, coworkers, contractors, homeowners and the public.
3. Sufficient personal mobility that permits the employee to operate passenger vehicle (generally a small pickup truck) safely in all types of weather and a variety of road conditions and to inspect commercial and residential properties in all areas of the City.

Sufficient mobility that permits the employee to stoop, kneel, squat, climb, or bend/crouch sometimes in cramped or difficult to reach areas when performing inspections.

4. Sufficient vision and depth perception to inspect new and remodeled building projects to assure they meet applicable codes; sufficient color vision to identify color-coded electrical wiring.

5. Sufficient manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative and technical responsibilities.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, hardhat and hearing protection as needed.
2. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
3. Upon employment, must not be directly or indirectly engaged in manufacturing, selling, installing or repairing electrical appliances, fixtures or materials of any kind; also, must not directly or indirectly receive any profit, emolument or compensation other than that fixed by the City Council, on account of the erection, restriction, remodeling or repairing of same.
4. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.
5. Required to submit to Civil Service examination procedures including oral interview testing.

WORK SCHEDULE

Generally 7:30 a.m. to 4:00 p.m. Monday through Friday with one half hour unpaid lunch. Limited overtime. Occasional weekend work. Hours may vary based on flexible scheduling or needs of the department. Must also be available periodically outside these hours for department or City activities or meetings that require the attendance of the Chief Electrical Inspector.