

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF004 Electrical Chief Inspector
<b>POSITION #/TITLE:</b> 0546 Electrical Chief Inspector	<b>Adopted:</b> 07-97
	<b>Revised:</b> 06-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Building Services	<b>Manager Level:</b> Lead Worker
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 36
<b>Reports To Position #/Job Code #/JC Title:</b> 2582/NB454/Assistant Building Services Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service
<b>Personal Protective Equipment:</b> Head, Foot, Protective Clothing	

<b>General Statement of Duties</b>
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Provides technical services and oversight to assure that buildings constructed in the City are safe for use and occupation, in compliance with the City electrical codes and other relevant laws and ordinances.

<b>Distinguishing Features of the Class</b>
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Works under general supervision in the field, supervised from central office; exercises discretionary authority in making decisions concerning electrical code violations and compliance.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assumes primary responsibility for enforcement of Cedar Rapids Electrical Code;  
Coordinates the activities of the electrical inspection section in cooperation with other inspection sections and chiefs;  
Reviews and interprets electrical code which regulates the inspection and installation of electrical systems, as well as related codes, ordinances, and laws; provides work direction to other electrical inspectors engaged in enforcement of same;  
Investigates special problems, technical data or other matters relating to electrical inspection, files oral or written reports on same; communicates with contractors and the general public, orally or in writing;  
Coordinates public licensing in compliance with electrical code;  
Writes and/or reviews home owner exams; makes recommendations to the Code Enforcement Manager or his/her designee;  
Performs duties of electrical inspector;  
Makes recommendations to improve section operations and procedures;  
Initiates legal action as necessary to obtain compliance with electrical codes;  
Maintains liaison with board of appeals; acts as secretary to board; presents department's case on appeals;  
Maintains manual and computerized inspection records;  
Prepares correspondence;  
Supports team building within department and division;  
Attends staff meetings;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Knowledge of functions and operations of electrical installations and systems in building construction;  
Knowledge of City electrical codes and other laws and ordinances relating to electrical installations in buildings;  
Knowledge of building safety standards;  
Knowledge of job-specific policies and procedures established for the work system;  
Skill in relating observations of conditions to electrical code provisions and safety standards;  
Skill in work management;  
Skill in interpersonal relations as applied to contacts with outside agency representatives and the public, and inspection personnel;  
Ability to operate the following equipment and tools: hand tools of the construction trades and motor vehicle;  
Ability to work under direction; exercises considerable discretion in supervision of electrical inspection section activities;  
Ability to provide excellent customer service to internal and/or external customers per city and departments standards;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from High School or GED; and  
Four years experience in the construction trades at the journeyman level or equivalent, including supervisory experience in the construction trades; and  
Two years continuous service as an electrical inspector for a county or municipality and current Cedar Rapids Journeyman's license; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

ICC Residential and Commercial Inspector Certifications required.  
ICC Electrical Plans Examiner Certification preferred.  
ICC Property Maintenance Certification preferred.  
ICC ANSI 117 Accessibility Inspector Certification preferred.  
Valid Iowa Driver's License.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to check construction plans and specifications and make field inspections;  
Sufficient personal mobility, which permits the employee to visit various work areas and a wide variety of construction sites in the City to perform inspections where work is being done.

<b>Position Description Approval</b>
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Director must approve new or revised position descriptions. Other department approvals are optional (i.e., supervisor, manager). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Kevin Ciabatti
Title:	Building Services Manager
Date Approved:	03-12

Name: <i>(Person completing form)</i>	
Title:	
Date Approved:	

<b>Human Resources Department Approval</b>
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Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	03-12

**If Bargaining:**

Name and Title:	Heath Halverson, Classification & Labor Relations Program Manager
Date Approved:	03-12