

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF003 Electrical Inspector
<b>POSITION #/TITLE:</b> 0703, 0763 Electrical Inspector	<b>Adopted:</b> 07-97
	<b>Revised:</b> 06-15

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Building Services	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 32
<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> Civil Service Exam
<b>Personal Protective Equipment:</b> Head, Foot, Protective Clothing	

<b>General Statement of Duties</b>
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Provides technical services to assure that buildings renovated or constructed in the City are safe for use and occupation, in compliance with the City electrical code 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 some discretionary authority in making decisions concerning electrical code violations and compliance.

<b>Examples of Essential Work (Illustrative Only)</b>
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Inspects buildings under construction and new electrical installation to assure compliance with City electrical code and safety standards;  
 Checks construction plans and specifications to determine compliance;  
 Makes field inspections in connection with licenses and permits, or in response to requests or complaints;  
 Inspects fire damage in cooperation with Fire Department in order to determine safe procedures;  
 Issues electrical permits to home owners;  
 Maintains manual and computerized inspection records;  
 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;  
 Prepares correspondence;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Knowledge of basis electricity and of functions and operation of electrical power in building construction;  
 Knowledge of electrical code of the City and other laws and ordinances relating to electrical installation in buildings;  
 Knowledge of electrical safety standards;  
 Knowledge of qualities of electrical materials and structural safety standards;

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;  
Ability to operate the following equipment and tools: hand tools of the electrician's trade, computers;  
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 current Cedar Rapids Journeyman's license or equivalent; and  
Work experience as specified in the Electrical Code; experience equivalent to the level of journeyman in the electrician's trade; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Driver's License.  
ICC Residential Electrical Inspector (E1) and Commercial Electrical Inspector (E2) Certifications within 12 months of appointment.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment and tools;  
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.