State of Oregon  
Department of Administrative Services  
Position Description

This Position is:  
☐ Mgmt Service-Supervisory  
☐ Mgmt Service-Managerial  
☐ Mgmt Service-Confidential  
☒ Classified  
☐ Unclassified  
☐ Executive Service

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM ***  
☒ New  
☐ Revised

SECTION 1. POSITION INFORMATION

a. Class Title: Multi-Discipline Electrical Inspector  
b. Class No.: AT C5372

c. Effective Date: March 1, 2020  
d. Position No.: 0004.101

e. Working Title: Multi Discipline Electrical Inspector

f. Work Unit: Field Services Section

g. Agency No.: 44000

h. Agency Name: DCBS

i. Employee Name:

j. Work Location (City-County): Salem, Pendleton, or Coos Bay

k. Position:  ☒ Permanent  
☒ Seasonal  
☐ Limited Duration  
☐ Academic Year

☒ Full Time  
☐ Part Time  
☐ Intermittent  
☐ Job Share

l. FLSA:  ☒ Exempt  
☐ If Exempt:  ☒ Exec  
☐ Prof  
☐ Admin  
m. Eligible for Overtime:  ☒ Yes  
☐ No

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon’s largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers’ compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers’ Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Oregon Health Insurance Marketplace; Ombudsman for Injured Workers and Small Business Ombudsman. The department provides shared services to all divisions through the Director’s Office, Central Services Division, and Employee Services. The department also includes the Workers’ Compensation Board.

The Building Codes Division is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment. The division is responsible for examining, certifying, registering, and licensing individuals in 11 professions and issuing operating permits for three industries. The division works with, provides staff support to, and receives advice and counsel from seven boards: Electrical and Elevator Board, Plumbing Board, Board of Boiler Rules, Building Codes Structures Board, Residential and Manufactured Structures Board, Mechanical Board, and Construction Industry Energy Board. In addition to its Salem headquarters, the division maintains two full-service field offices in the state.

The Field Services Section is responsible for performing permitting, plan review and inspection services for the state’s jurisdictions in the electrical, plumbing, structural and mechanical programs. It also provides plan review for
the pre-fab program. The section includes operations through the Salem office as well as two full service field offices in Coos Bay and Pendleton. This section also provides permitting, plan review and inspection services for various individual projects throughout the state where the state has been chosen as the service provider, and provides service support to local jurisdictions intermittently.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

**The purpose of this job/position is to . . .**

Enforce the Statewide Building Code and adopted specialty codes and standards through inspection of all types of buildings. Communicate code requirements to the public, contractors, and local officials. Investigate cases of non-compliance and report appropriately.

### SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing:</td>
<td>Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with division/department employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems. Regular and consistent attendance is essential to meet the demands of this job and provide necessary services. Maintains confidentiality due to nature of work being performed.</td>
<td></td>
</tr>
<tr>
<td>90%</td>
<td>Performs electrical plan review and inspections on all types of buildings and structures during construction for compliance with applicable codes, laws, rules, and regulations. Performs structural, mechanical, plumbing and electrical inspections on all residential buildings and related construction, during construction, for compliance with applicable codes, laws, rules and regulations. Performs all inspections in a safe manner. Re-inspects installations after corrections have been made. Ensures &quot;reminder&quot; letters are sent to customers informing them of re-inspection or final inspection requirements. Documents plan reviews and inspections on daily activity logs manually or via computer. Consults with agency code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances. Travels to inspection sites as assigned. Analyzes information obtained from inspections and compares with applicable codes, laws, rules, and regulations to determine if all safety and code requirements have been met. For inspections requiring paper forms, indicates code reference on the plan review report or Inspection Request and Report Form when corrections are required by completing or checking all appropriate boxes on the form. Completes and signs forms for approved plan reviews and inspections, and provides a copy of the report to appropriate homeowners, contractors, installers, journeymen, tradespersons, and government personnel. Provides support staff with required copies of all inspection forms. For inspection requiring entering results via computer, include the appropriate code references for items that require corrections. Communicates violations by posting correction orders to specify the violation which needs correction. With management approval, issues Stop Work Orders as necessary. Writes Preliminary Compliance Reports if unable to bring contractor or homeowner into compliance or finds unlicensed work and</td>
<td></td>
</tr>
</tbody>
</table>

2
submits to Field Services Manager. Appears as witness when necessary. Drives through assigned geographical area to verify that construction activity is properly authorized and tradespersons are properly licensed. Interprets code provisions for use in electrical installations and installations regulated by other specialty codes as applicable.

Provides oral and written communication regarding electrical, plumbing, mechanical and structural inspections, plan reviews, and code Interpretations as assigned. Writes correction notices containing technical information in a friendly, easy to understand manner. Answers general inquiries from the public and contractors on the requirements of the applicable regulations. Reviews and applies changes in laws and codes to inspections and investigations. Participates in conferences and training sessions. Maintains work records, including daily activity records, monthly summaries, and case files.

Other duties as assigned including assisting staff with various projects/activities to meet the division’s work demands. Some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Walks through, climbs over, and crawls under structures; involves occasional lifting and exertion for short periods; may include long periods of walking or standing; involves exposure to various weather conditions with potentially hazardous job sites; encounters situations involving antagonism, anxiety, frustration and deadlines; and travels daily by motor vehicle to make inspections within assigned geographic area in various weather conditions. Must also travel outside geographic area to attend meetings and training workshops or provide inspection coverage as needed. Travel and geographical area assignments vary according to business needs and workloads.

a. Physical Activities

(X) Climbing  ( ) Balancing  (X) Stooping
(X) Kneeling  ( ) Touching  (X) Crawling
(X) Reaching  (X) Standing  (X) Walking
(X) Pushing  (X) Pulling  (X) Lifting (up to 20 lbs.)
( ) Fingering  (X) Grasping  ( ) Feeling
(X) Talking  (X) Hearing  ( ) Repetitive Motions

b. Physical Requirements

( ) Sedentary Work  (X) Light Work  ( ) Medium Work
( ) Heavy Work  ( ) Very Heavy Work

c. Visual Activity Requirements

( ) Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
( ) Machine Operators (without inspection), Mechanics, Skilled Trades-People
(X) Mobile Equipment Operators
(X) Other - Driving

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

DCBS Policies & Procedures
BCD Policies & Procedures
Oregon Administrative Rules
Oregon Revised Statutes
National Electrical Code (http://www.mikeholt.com/)
b. How are these guidelines used to perform the job?

These documents are used to perform work assignments, interpret and apply codes, identify and verify violations of code, laws and rules, prepare case files including hearing documents and orders to assess penalties.

### SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>Phone, In person</td>
<td>Permit/inspection</td>
<td>Daily</td>
</tr>
<tr>
<td>Contractors</td>
<td>Phone, In person</td>
<td>Permit/inspection</td>
<td>Daily</td>
</tr>
<tr>
<td>Local Officials</td>
<td>Phone, In person</td>
<td>Permit/inspection</td>
<td>Daily</td>
</tr>
</tbody>
</table>

### SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Decisions are made regarding the interpretation and application of codes to various types of construction installation and/or equipment. Decisions are made regarding the best approach in a given situation to gain compliance with codes, laws, rules, standards and policies.

Performs construction inspections and determines if compliance issues exist. Failure to identify and correct could result in dangerous situations affecting public health and safety.

With management’s approval may stop work on construction projects.

### SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (Field Services Manager, Principal Executive Manager E (0004.071). How? How often? Purpose of the review?

Electrical inspector is expected to perform assignments under the general direction and supervision of the Field Services Manager. Work is reviewed through meetings, annually through performance evaluation, completed inspection documents to ensure completeness and accuracy, and occasional communications with the industry being served.

### SECTION 9. SUPERVisory DUTIES  TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?
SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

Drives through assigned geographical area to verify construction activity is properly authorized and tradespersons are properly licensed. Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way.

The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with agency employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems.

The individual shall have and maintain a valid operator’s license and maintain a satisfactory driving record.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Positions in this class are required to obtain and/or possess the following certifications issued by the State of Oregon Building Codes Division or equivalent recognized by the State of Oregon, based on the specific duties assigned:

Oregon Inspector Certifications
  State of Oregon A – Level Electrical Inspector Certificate
  Oregon Residential Structural Inspector Certification
  Oregon Residential Plumbing Inspector Certification

This position is subject to a Criminal Background check and a DMV Driving Record check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.