

## Position Announcement

The City of Hermiston is seeking a

### Commercial/Residential Electrical Inspector

First Review: February 28, 2022

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The City of Hermiston is currently accepting applications for the position of Commercial/Residential Electrical Inspector. Salary \$69,612 - \$93,768/year, negotiable depending on experience/qualifications.

Administers the city's electrical code program under the direction of the Building Official. Inspects new and existing commercial and residential buildings for compliance with electrical codes, ordinance standards rules and regulations.

This position requires a high school education; a valid Oregon driver's license and proof of an acceptable driving record; Oregon Electrical Specialty Code Inspector License, Oregon Inspector Certification. Other certifications not required but are highly desirable are: Residential, A-Level Structural, Mechanical and Plumbing Specialty Code licensures.

The City of Hermiston offers a robust benefit package including:

- ❖ Medical, Dental and Vision
- ❖ Life insurance
- ❖ PERS Retirement (the City picks-up the Employees 6% Contribution)
- ❖ Deferred Compensation
- ❖ 9 paid holidays, 2 paid employee days
- ❖ Paid Vacation
- ❖ Paid Sick leave
- ❖ Sign on bonus of \$5,000 (½ upon hire and ½ upon successful completion of probationary period)
- ❖ Moving assistance (to be negotiated)

The full description of duties and application packet can be obtained online at: <https://www.hermiston.or.us/jobs>

Interested candidates must submit a City of Hermiston Employment Application, including verifiable work experience; and proof of certifications to the City of Hermiston, 235 E Gladys Avenue, Hermiston, OR 97838 or via email to: [cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us) first review of applicants will be February 28, 2022.

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Contact: Crystal Inners  
Human Resource Specialist  
Phone: 541-667-5008  
Fax: 541-567-5530  
[cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us)



Where Life is Sweet

## City of Hermiston, Oregon Position Description

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**Job Title:** Electrical/Building Inspector

**Department:** Community Development

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### **General Statement of Responsibilities**

Administers the city's electrical and building code program under the direction of the Building Official. Inspects new and existing residential and commercial buildings for compliance with electrical codes, ordinances standards rules and regulations; inspects building construction in progress for compliance with building codes and ordinances; interprets and enforces electrical and building codes and ordinances; performs plan reviews. Responsible for performing building construction inspection, codes enforcement, plans review, and building permit issuance for the city.

### **Supervision Received**

Works under the direction of the Building Official who holds the employee accountable for results attained.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

### **Examples of Duties - Essential Functions**

1. Checks design, construction and quality of materials and location of electrical systems.
2. Conducts field inspections of residential and commercial building construction for compliance with building codes and ordinances; verifies construction is according to plans and zoning; inspection may include heating, cooling, structural, electrical and mechanical systems according to certifications.
3. Reviews blueprints, plans and sketches submitted with building permit applications; determines code conformance; reviews building values for permit fees basis; explains discrepancies and deficiencies in plans; approves plans for issuance of building permits.
4. Researches and provides information and advice to contractors, builders and the general public on the Oregon State Specialty Codes and related regulations and city ordinances.
5. Researches and provides code-related requirements to registered engineers and architects involved in design and construction of larger and more complicated structures requiring design by an Oregon registered engineer or architect.
6. Maintains necessary records relating to permits, plans and related documents.
7. Responds to inquiries from the public; investigates and resolves violations and complaints relating to building codes and ordinances as directed by building official.

## **Screening Criteria**

### **Education and Experience:**

- A High School Diploma; Certification requirements as established by the State of Oregon Building Codes Division;
- Oregon Electrical Inspector Certification (EI);
- Oregon Inspector Certification (OIC);
- AND the ability to obtain Residential and possibly A-Level Structural, Mechanical and Plumbing Specialty Code licensures

**Special Requirements/Licenses:** Must possess a valid Oregon driver's license and proof of an acceptable driving record are required. Oregon Inspector Certification (OIC) by the State of Oregon. Possession of Oregon Electrical Inspector Certification, and satisfactory equivalent combination of education and experience which enables the ability to obtain residential and possibly A-level Structural, Mechanical, and Plumbing Specialty Code Licensures.

**Knowledge of:** Thorough knowledge of current residential and commercial construction techniques, materials and practices which are used by the building construction industry; construction inspection methods; the Oregon State Specialty Codes; Mechanical Code, Mobile Home Administrative Rules and related regulations; and current literature, trends and developments in the building construction industry.

**Skills:** Must have skill in providing customer service; using a computer and related software applications; reviewing plans for compliance with applicable standards and guidelines; understanding and applying code standards; decision making and problem solving; and communication and interpersonal skills as applied to interaction with coworkers, supervisors, and the general public, sufficient ability to exchange or convey information and to receive work direction.

**Ability to:** Requires the ability to perform the various aspects of the job, including the ability to interpret legal requirements. Requires the ability to interpret and evaluate plans, specifications, and engineering drawings. Read, interpret and apply the Oregon Building Code and pertinent city ordinances and regulations; work independently; detect and locate possible defects and flaws in building construction and to initiate satisfactory corrective measures; review plans and specifications and to determine conformance with established standards; write clearly and concisely; deal courteously and tactfully with the public; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, building contractors and the public.. Ability to work under uncomfortable outdoor conditions in all kinds of weather for extended periods of time, to walk in rough terrain, stoop, bend, and crawl

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 60%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and driving; and while moving equipment, using tools, scaling ladders, and crawling in restricted spaces. While performing the duties of this position, the employee is frequently required

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. daily, 5-60 lbs. frequently, and over 60 lbs. occasionally. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate. Occasionally employee works in the field subject to outside conditions, restricted spaces under buildings, from ladders, or in attics, and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

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