

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

<b>CLASS TITLE</b>	Electrical Inspector, Electrical/Building Inspector, Combination Inspector
<b>DEPARTMENT</b>	Planning And Community Development
<b>UNION:</b>	114
<b>SG:</b>	14/15/17
<b>CS:</b>	Yes
<b>FLSA:</b>	Y
<b>EE04CODE:</b>	TE

**NATURE OF WORK:**

This series performs progressively responsible and complex inspections of new and existing industrial, commercial, multi-family and single family buildings evaluating electrical systems installations; building construction; mechanical systems; plumbing systems; ventilation and indoor air quality to ensure minimum standards exist for fire and life safety; structural integrity and public welfare as well as ensuring compliance with laws, codes and regulations. Reviews construction plans to ensure compliance with the National Electrical Code and related codes, laws and regulations. Investigates compliance complaints. Approves or disapproves the work completed by a contractor or builder and makes recommendations to the contractor for making corrections to meet applicable codes.

**DISTINGUISHING CHARACTERISTICS:**

Electrical Inspector is the entry journey-level position in the inspector series and inspects uncomplicated to moderately complex projects for compliance with electrical codes. A person hired into this position will receive additional training in electrical and building inspection and the application of codes. An individual in this position will move to the Electrical/Building Inspector level in a non-competitive promotion upon completing 2 years as an Electrical Inspector and obtaining an International Code Council (ICC) certification as an Electrical Inspector and Building Inspector. This classification requires advancement in job knowledge and certifications at specified intervals.

Electrical/Building Inspector is a full journey-level electrical and building inspector position in the inspector series. In accordance with established procedures, the Electrical/Building Inspector is expected to perform the full range of routine to complex electrical and building inspections on industrial, commercial and residential projects under construction. This work includes inspection of electrical systems, building systems and components. Reviews construction plans to ensure compliance with the National Electrical Code, Building Codes and related codes, laws and regulations. An individual in this position will move to the Combination Inspector level in a non-competitive promotion upon completing 2 years at the Electrical/Building Inspector level after obtaining certification as a Mechanical Inspector and Plumbing Inspector. This classification requires advancement in job knowledge and certifications at specified intervals. Note: A person with the requisite experience and training may be hired in at the Electrical/Building Inspector level.

Combination Inspector is an ICC Certified Combination Inspector and a full journey-level position in the inspector series. The Combination Inspector is expected to perform the full range of routine to complex inspections on industrial, commercial and residential projects

under construction. This work includes inspection of electrical, building, plumbing and mechanical systems and components. The Combination Inspector performs electrical plan review on construction plans to ensure compliance with the National Electrical Code and related codes, laws and regulations, as well as requirements of the Building, Mechanical, Plumbing and Energy Codes and State and City laws and regulations. They share knowledge and teach necessary skills to co-workers. Note: A person with the requisite experience and training may be hired in at the Combination Inspector level.

### **SUPERVISORY RELATIONSHIPS:**

Reports to and receives delegated statutory authority from the Building Official. Electrical Inspector and Electrical/Building Inspector receives work direction and training from the Combination Inspector. Works independently under the guidance of National Electrical Code, Building, Plumbing and Mechanical Codes and Washington State regulations as well as City and departmental policies, procedures and safety rules.

### **ESSENTIAL FUNCTIONS:**

1. Inspects electrical systems and components in commercial and residential buildings. Electrical/Building Inspectors and Combination Inspectors inspect buildings under construction. Approves or disapproves work observed; issues correction notices; issues stop work orders; generates inspection records to confirm and document that each aspect of construction, alteration or repair complies with applicable codes, regulations, policies and approved plans. Electrical/Building Inspector inspections include foundations, reinforcement, framing, structural steel and masonry components in commercial and residential buildings. Combination Inspector inspections include all of the above as well as plumbing, mechanical, energy conservation, barrier-free or similar systems, components, appliances, equipment and installations in commercial and residential buildings.
2. Generates records, reports or other documentation in the permit-tracking system regarding inspections, compliance and enforcement activities. May testify in court with regard to code violations and observations.
3. Assists and advises the general public and other agencies in matters related to code requirements and permit procedures.
4. Reviews and corrects building construction plans and specifications, and ensures compliance with the National Electrical Code as well as requirements of the Building, Plumbing, Mechanical and Energy Codes and related codes, laws and regulations, as assigned.
5. Investigates and resolves complaints and reports of code violations, work done without the required permits and inspections, or other health, life-safety and nuisance problems. Has authority to stop work on a construction site if code violations are not corrected and makes the final approval of a structure prior to occupancy.
6. Researches information necessary to fully inspect and understand new products, materials and regulations encountered in the inspection process.

### **ADDITIONAL WORK PERFORMED:**

1. Manages projects by using electronic communication systems and automated data management systems as necessary to access, capture and utilize information in the

performance of inspection related tasks; collects and reviews special inspection reports from other agencies. May conduct pre-construction conferences with parties involved in complicated projects.

2. Offers suggestions, devises solutions, identifies alternatives, and otherwise aids in the efficient, creative, and helpful application of regulatory intent to a variety of problematic circumstances.
3. Performs other related duties as assigned.

## **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

### **Knowledge:**

- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- Good working knowledge of construction materials and methods.
- Good working knowledge of applicable codes, regulations and practices.

### **Skills:**

- Provide excellent customer service to internal and external customers.
- Work with diverse populations.
- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Planning, organizing, problem solving, time management and decision making.
- Good oral and written communication skills.

### **Ability to:**

- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, empathy and tact.
- Ability to interpret plans, specifications and engineering drawings and compare them to construction in progress.
- Ability to utilize computerized permit management resources and other office equipment.
- Ability to exercise good judgment and to tactfully resolve problems with citizens, staff, and others with whom inspectors interact including professional clientele and government agencies.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the inspection process and other code enforcement activities.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Ability to multi-task and manage multiple deadlines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service

- Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Mobility necessary to safely move about construction sites and stand, sit, or bend in awkward positions;
  - Lift and carry objects up to forty (40) pounds.

### **WORKING ENVIRONMENT:**

Work is shared between office and field environments in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting, using computers, phones and other office equipment. Field work is performed at construction sites in various states of completion, requiring standard safety practices including safety shoes and hard hats. Construction projects frequently require climbing ladders, construction stairs, scaffolding and steep sites. Access to under-floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected. Inspectors should expect to enter and exit their vehicle many times each day. May involve lifting and carrying paper files, large rolls of plans, or boxes of records.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

#### **ELECTRICAL INSPECTOR :**

- High school graduation or equivalency (GED).
- Four years of experience as a journey-level electrician or equivalent experience as defined by RCW 19.28.321.
- Possess and maintain a journey-level electrician license (or temporary license) issued by the State of Washington.
- Experience and/or training as an electrical inspector with a municipality preferred.
- Must secure and maintain International Code Council Electrical Inspector Certification within one year of hire
- Must secure and maintain International Code Council Building Inspector Certification within two years of hire

#### **ELECTRICAL/BUILDING INSPECTOR:**

- All of the requirements of Electrical Inspector and:
- Two years of experience as an Electrical Inspector with the City of Bellingham or an equivalent position with another jurisdiction.
- International Code Council (ICC) Electrical Inspector certification.
- International Code Council (ICC) Building Inspector certification.
- Must secure and maintain ICC Mechanical Inspector Certification within one year of hire or promotion into position
- Must secure and maintain International Association of Plumbing and Mechanical Officials (IAPMO) Universal Plumbing Code (UPC) Plumbing Inspector Certification or ICC Plumbing Inspector Certification within two years of hire or promotion into position.

**COMBINATION INSPECTOR :**

- All of the requirements of Electrical/Building Inspector and:
- Two years of experience as an Electrical/Building Inspector with the City of Bellingham or an equivalent position with another jurisdiction subsequent to obtaining ICC Mechanical Inspector Certification and UPC Plumbing Inspector Certification or ICC Plumbing Inspector Certification. (ex: an incumbent Electrical/Building Inspector who obtains ICC Mechanical Inspector Certification and UPC Plumbing Inspector Certification within six months of promotion into the position would be promoted to the Combination Inspector level within two years and six months)
- ICC Electrical Inspector, ICC Building Inspector ICC Mechanical Inspector and International Association of Plumbing and Mechanical Officials (IAPMO) Universal Plumbing Code (UPC) Plumbing Inspector Certification or ICC Plumbing Inspector certification required
- Other recognized certifications from ICC, Washington Association of Building Officials (WABO), National Fire Protection Association (NFPA), etc., preferred.

**NECESSARY SPECIAL REQUIREMENT:**

- Valid Washington State driver’s license at time of hire and good driving record. A three-year driving record abstract must be submitted at time of hire.
- Failure to secure required certifications or skill standards within established time limits will result in dismissal.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

**PREPARED BY:** Preston Burris  
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12/97

**REVIEWED BY:** \_\_\_\_\_  
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**REVISED BY:** A. Sullivan  
3/13

**COMMISSION ADOPTION:** \_\_\_\_\_ April 10, 2013