



Employee Name			
Position Title	Building Inspector – Electrical	Department	Community Risk Management
FLSA	Non-Exempt	Reports To	Chief Building Inspector
Pay Grade	10	Unit	Non-represented

Purpose of Position

The purpose of this position is to provide professional electrical construction review of plans, inspection for compliance with municipal, state and national plumbing codes, issue permits for electrical work and property maintenance inspection services to community stakeholders. The work is performed under the director of the Chief Building Inspector.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Schedules, conducts, and documents inspections for electrical, solar, and antennae installations.
- Reviews plans for compliance with municipal, state, and national electrical codes to ensure projects are done in the most code compliant and efficient manner.
- Reviews, approves, and issues industrial, commercial, and residential permits for electrical work in new construction, remodeling and alteration projects. Also reviews, approves, and issues permits for fire alarm installation.
- Approves and issues radio and television antennae installation permits.
- Interprets codes and advises electrical contractors regarding proper installation.
- Conducts and attends meetings with contractors, property owners, designers, and others to discuss proposed or on-going electrical installation/alteration requirements.
- Investigates suspected electrical code violations referred by the public and others; issues verbal or documented orders to correct conditions of premises for non-compliant installations; issues code violation citations; re-inspects corrections.
- Assists City Attorney in prosecuting code violations.
- Assists the city fire department with fire investigations when electrical malfunction sources are considered.
- Investigates suspected electrical code violations referred by utility companies or the city fire department.
- Investigate complaints regarding unsafe electrical conditions.
- Assists other Building Inspectors regarding electrical determinations.
- Assists other Building Inspectors during condemnation proceedings according to applicable statutes.

- Inspect properties for maintenance violations, writes orders to correct conditions of premises and performs follow up inspections to ensure compliance is achieved.
- Maintains regular and predictable on-site attendance.
- Maintains knowledge of inspection techniques, applicable codes/standards, enforcement techniques and other inspectors' duties and responsibilities.
- Attends trainings and maintains continuing education credits as required for credentials.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Advises City staff regarding City building projects and City Hall maintenance staff regarding building repairs.
- Advises the Housing Rehabilitation Department regarding projects.
- Assists the public in-person via email and over the phone.
- Answers phone calls and relays messages; operates a mobile phone and/or radio.
- Faxes/emails information, photocopies materials and uses the internet to check information.
- Takes digital photos and uploads photos to computer network.
- Provides inspection/enforcement information.
- Discusses issues with the Mayor and/or Councilmembers.

Minimum Training & Experience Requirements

- Master Electrician with seven (7) years of skilled Electrician experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid motor vehicle operator's license required.
- The following valid State of Wisconsin Department of Safety and Professional Services Inspector Certification(s) are required within six (6) months of hire:
 - Commercial & UDC Electrical Inspector Certification

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure, assemble, copy and record the transcribed data and information.
- Ability to classify, compute, and tabulate data.

- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as electrical drawings/plans, architectural drawings, photographs, technical reports, statistical reports, inspection reports, inspection certificates, insurance certifications, mileage reports, electric codes, electrician certifications, building codes, illumination codes, financial statements, technical operating manuals, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with electricians, contractors, property owners, business representatives, real estate brokers, attorneys, planning department personnel, engineers, other inspectors, skilled building trades person, Department of Safety and Professional Services personnel, Fire Department personnel and the public.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to apply functional reasoning to synthesizing information and functions, and ability to influence others in activities such as leading, controlling and supervising.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable.

Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, tape measure, level, architects/engineers scale, computer terminal, telephone, calculator and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as measuring.
- Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify similarities or difference between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, irate individuals, intimidation, wetness, machinery, electrical currents, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.