



**Our Vision:** Pioneering Pathways to Prosperity

**Mission Statement:** Partner with our citizens to proactively meet their needs and create opportunities

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

The information in this document reflects a typical work week.

**Position Information: 534243**

Position Title:	Senior Building Inspector - Electrical	Union:	Non-Union
Working Title:	Electrical Inspector	Salary Grade:	T - \$9,105.13 - \$9,853.06
Reports to:	Building Official & Deputy Building Official	FLSA Classification:	Non-Exempt
Department:	Building Codes	Effective Date:	1/1/2026

**General Position Summary:**

Under supervision of the Building Official, the Electrical Inspector performs routine to complex duties in inspection and plan review of building construction, remodeling and repair, as well as the installation of electrical and mechanical devices and systems to assure compliance to appropriate State Building Codes, Oregon Revised Statutes, Oregon Administrative Rules, and County ordinances.

Under supervision of the Building Official, the Electrical Inspector is responsible for conducting inspections during all phases of construction, alteration, and repair for commercial and residential development. This position shall enforce compliance with applicable Federal, State and local building, fire, mechanical, energy, plumbing, electrical and accessibility codes, regulations and ordinances. They shall ensure the provisions of safe structures for building occupancy; and perform a variety of technical duties relative to assigned areas of responsibility.

**Essential Functions (in a typical work week):**

- Timely and regular attendance.
- Inspects a full range of buildings in the process of construction, alteration or repair, for compliance with all applicable building codes.
- Conducts inspections for various types of installations in all regulated types of commercial and residential structures.
- Researches issues and complaints regarding commercial and residential construction and code compliance. Keeps accurate records during investigation of these issues and complaints.

- With Building Official approval, issues stop work notices for work commencing without building permits or work not in compliance with building codes.
- Provides field and office assistance to the general public with respect to code issues; interprets codes in the field and authorizes alternative methods of construction in compliance with the appropriate code.
- Organizes, prepares and maintains accurate reports and records of inspection activities; writes letters for compliance on specific building issues, and completes other written reports and records as needed.
- Reads and interprets plans and specifications, and checks them against actual construction.
- Performs commercial and residential plan reviews.
- Interprets codes and resolves field problems, offering acceptable alternative solutions.
- Communicates technical information and requirements in a clear and accurate fashion, both verbally and in writing.
- Enforces codes evenly and fairly.
- Develops rapport with a variety of people and elicits cooperation.
- Works effectively with people, defuses potentially hostile situations, and resolves disputes in the interest of code compliance in a respectful manner.
- Assists customers at the office counter, accepts plans, takes payments and issues permits.
- Works effectively with others to achieve personal, team, department and organizational goals.
- Communicates effectively with builders, contractors, and the general public.
- Operates a computer and uses programs and software efficiently.
- Performs the essential functions of the job, with or without reasonable accommodation.
- Establishes and maintains effective working relationships among co-workers and other County personnel, contractors, and the general public.
- Demonstrates resilience, composure and high-quality performance in an environment with competing priorities.
- Performs additional responsibilities as required to support departmental goals.
- Exercises sound professional discretion and judgment within the scope of the position.
- Actively engages in professional development by responding constructively to performance feedback and coaching.
- Demonstrates consistent reliability and punctuality in accordance with organizational attendance standards.
- Upholds a high standard of dependability to ensure continuous workflow and team support.
- Fosters a collaborative and inclusive team environment through professional and effective interpersonal communication with coworkers, citizens and community partners.

**Responsibility/Accountability:**

This section of the job description describes the amount and breadth of responsibility and accountability that rests with the position, including the expected results of the position, the impact on County operations and activities, and the responsibility for budget.

Some influence on departmental operations, programs, and expense or budgetary outcomes. Dollar amounts influenced would be considered moderate when compared to the overall County budget. Responsibility for the prudent use of County assets may extend beyond own work responsibilities to the work unit or department financial management. Contact with the public is a regular aspect of the position and actions could impact community or user satisfaction levels.

**Supervision of Employees:**

This section of the job description describes the supervisory responsibility assigned including the range and types of supervisory functions performed, from directing work activities and delegating assignments to coaching, counseling, making disciplinary decisions, hiring, firing, salary actions, performance appraisal, training, etc. as well as the types of employees supervised.

Positions at this level are responsible for daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is usually limited in time and to only a few individuals. Position may participate in the hiring process. However, positions are not responsible for hiring, firing, disciplinary actions, etc.

**Interpersonal Skills/Contacts:**

This section of the job description describes the characteristics of personal interaction with others including the frequency of contacts with others, the breadth of interactions (within the County, outside the County, with vendors/contractors, dealing directly with the public, etc.), and the level of persons interacted with. Also, included in this section is the reason for contact such as gaining cooperation; use negotiation, tact, teamwork, and sensitivity; or the likelihood of dealing with disagreeable or hostile individuals.

Positions at this level have frequent responsibility for contact with others not employed at the County. Internally, primary contacts are usually made with other departments, as opposed to own work group. Contacts usually concern non-routine information, and the potential for positive or adverse consequences to the County because of these contacts is constantly present. Negotiation, persuasion, tact, sensitivity, and confidential exchanges are all part of the interactions required. Formal presentations may be periodically made. Communication and interpersonal skills are important, and must be well refined to complete job responsibilities.

**Working Conditions:**

This section of the job descriptions outlines the work environment, conditions, and hazards that are encountered in the course of assigned work. This includes the personal risk, hazard, varying work schedules, level of interruptions, job pressure, and the need to frequently juggle priorities and work assignments. Also, exposure to unpleasant working conditions such as high noise levels, heat or cold, inside or outside work, exposure to electricity, chemicals, poor lighting, confinements, machinery, interactions with disturbed or dangerous individuals, personal attacks, contact with contagious disease, or situations where personal safety cannot be assured.

This level has a work environment in which moderate hazards or obstacles exist. There is some personal risk or hazard from job interactions, working environment, or job pressure. Job conditions may be somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather; exposure to chemicals, machinery, electricity, or individuals of unpredictable, possibly harmful intent, etc. Positions where there are constantly changing priorities, constant interruptions to work flow, and constant shifts in task assignment should be placed at this level. Work that is somewhat physically demanding and which creates a possible risk of personal injury should also be placed at this level.

**Physical Requirements:**

This section of the job description describes the physical effort and manual labor, such as sitting, standing, lifting, carrying, digging, operating equipment, performing with speed, etc., as well as the dexterity required to complete the job functions. The need for travel, extended hours, and situations of physical discomfort are also outlined here.

Positions at this level require some physical efforts or guide labor, such as lifting and carrying of items weighing 15-25 pounds on a regular basis as part of the work assignments, or constant movement is necessary to complete tasks. Some regular stooping, bending, and pushing/pulling may also be required. This level also includes job situations where speed, guide dexterity, and equipment operation are a continual requirement. Positions with regular responsibility for driving are to be placed at least at this level.

Employees working in positions where driving is an essential function of their duties must possess a valid driver's license.

**Education, Experience, and Certification/Licensure:**

This section of the job description outlines the education, previous experience, professional licenses, certifications, and specific skills necessary to perform the assigned work.

Positions at this level require abilities, skills, training, and/or a knowledge base equivalent to a seasoned level professional. Education will typically include a four year degree and positions will typically require 3-6 years of directly related experience. Knowledge of multiple business areas and skills are required by the positions. Work may be in a more generalized professional role, or specialized in one particular function where in-depth understanding is required. Capabilities include reasoning, exercise of sound judgment, ability to draw conclusions with limited information, and to forecast or envision future needs and opportunities.

Below is an outline of the specific Education type, Experience type or licensure/certification that is required for this role. The County will also consider any equivalent combinations of the qualifying criteria.

**\*\*This position requires an Oregon Inspector Certification, A-Level Electrical Inspector Certification, and A-Level Mechanical Certification to be considered.\*\***

**Additional certifications for the position include:**

- Residential Structural Inspector
- Residential Plans Examiner
- Residential Plumbing Inspector
- Specialized Plumbing Inspector

**Desirable certifications include:**

- A-Level Structural Inspector
- A-Level Plans Examiner
- Fire and Life Safety Plans Examiner

Any combination of experience and training as determined by the hiring authority could meet the requirements of this position. Senior level inspectors must have at least one year of inspection experience.

Wasco County may consider applicants who do not possess all of the *required* certifications for a position, but the applicant must obtain these certification(s) within one year of the date of hire, or as soon as certification class schedules allow.

Additionally, an individual in this position models Wasco County's core values and cultural initiatives.

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**Employee Signature**

**Date**

*(The signature of the employee indicates this document has been read and is understood.)*

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**Supervisory Approval**

**Date**

*(The signature of the Supervisor confirms the assignment of work to the employee.)*