



**CITY OF PORTLAND**  
invites applications for the position of:  
**Electrical Inspector**

**SALARY:** \$36.91 - \$42.69 Hourly

**OPENING DATE:** 09/17/18

**CLOSING DATE:** 10/08/18 11:59 PM

**THE POSITION:**



**Bring your talent and expertise to the City of Portland!**

The City of Portland is actively recruiting for an Electrical Inspector position to create a list of eligible candidates. The Electrical Inspector with the Bureau of Development Services (BDS) enhance the safety and livability of structures by performing field inspections of industrial, commercial, and multifamily residential construction projects for compliance with applicable electrical codes and regulations. Electrical Inspectors work to meet the Bureau's expectations of providing excellent customer service in an equitable manner to meet the needs of the City of Portland's community. This position requires knowledge of the relevant codes and regulations, and the ability to use significant discretion and judgment when applying them. Electrical Inspectors work on a team that shares information, trains together, and works together.

**About Our Job**

The duties for this position include:

- Performing electrical inspections, writing inspection reports, maintaining detailed and accurate records, and related duties.
- Interpreting information from plans, and explaining codes and policy to customers who have varying levels of electrical code knowledge.
- Performing record and permit searches using a variety of technologies, and ensuring accuracy of fees.
- Maintaining the Bureau's customer service standards by working closely with customers to help them understand how codes and other regulations apply to their projects, and problem-solving in a positive and professional manner.
- Providing assistance in an equitable manner to diverse customers.

The Bureau employs both Residential and Commercial Electrical Inspectors. *The current vacancy is in the Residential Inspections Section; however, this recruitment may be used to fill future needs for the Commercial Inspections Section. Fluency in a second language is desired, but not required.* Electrical Inspectors assigned to the Residential Inspections Section are required to complete an in-house training program (classroom and field) leading to Residential Inspector certifications in building, mechanical, and plumbing within five years from date of hire. Training occurs during regular work hours, and support is provided by the Bureau.

Please note: This classification is represented by the District Council of Trade Unions (DCTU). To view this labor agreement, please go to <https://www.portlandoregon.gov/bhr/27840> and click on the appropriate link.

Join us for an **Optional Information Session** to learn more about this position and the qualifications (see below for details).

**Our Equity Commitment:**

The Bureau of Development Services is committed to eliminating racism and all discriminatory practices in our services and in our workplace because we understand the positive value of equitable systems.

**Equity:** Conditions that allow everyone to flourish so that race, gender, ability and/or other held identities do not determine access or outcomes.

To learn more at The Bureau of Development Services equity commitment - please review our equity commitment: <https://www.portlandoregon.gov/bds/article/670171>

**TO QUALIFY:**

**Ideal Candidate Profile**

A competitive candidate for the position of Electrical Inspector will possess the qualifications/ competencies identified in the Position Description above and the knowledge, skills and abilities in this Ideal Candidate Profile. Please be sure to provide sufficient information in your responses to the supplemental questions and your resume to display to our subject matter experts the extent of your qualifications.

**The following minimum qualifications are required for this position:**

1. Knowledge and experience in applying provisions of the Oregon Electrical Specialty Code and related amendments.
2. Knowledge of and experience in the practices and materials used in electrical installations, and in evaluating electrical construction methods and materials.
3. Ability to write detailed reports and use various technologies.
4. Knowledge and skill in interpreting and explaining technical electrical information and electrical code requirements.
5. Knowledge and skill in reading and interpreting electrical blueprints and calculations.

**Applicants must also possess:**

- An Oregon A-Level Electrical Inspector Certification

- An Oregon Residential Structural Certification
- An Oregon Inspector Certification
- A valid state driver's license and an [acceptable driving record](#)

**For information about the Oregon Inspector Certification process**, you may contact the State of Oregon's Building Codes Division at (503) 373-1268, or view their web site at: [http://licenseinfo.oregon.gov/?fuseaction=license\\_icon&link\\_item\\_id=14832](http://licenseinfo.oregon.gov/?fuseaction=license_icon&link_item_id=14832).

#### THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in their resume and answers to the supplemental questions, weighted 100%. **Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. **Additional evaluation may be required prior to establishment of the eligible list and/or final selection/.**

#### Recruitment Timeline:

- Posting: 09/17/18 - 10/08/18
- Applications Reviewed: 10/09/18 - 10/12/18
- Eligible List: 10/18/18
- Selection Phase Begins: **Tentatively** 10/22/18
- Job Offer: **Tentatively** 11/19/18

#### ADDITIONAL INFORMATION:



**Bureau of  
Development  
Services**  
FROM CONCEPT  
TO CONSTRUCTION

**\*\*\* PLEASE NOTE: A COVER LETTER IS NOT REQUIRED FOR THIS RECRUITMENT. \*\*\***

Applicants must submit a professional resume online, as well as answer the supplemental questions, **specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement** in accordance with the following application instructions:

- Your resume and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your resume and responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflect your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in your responses to the supplemental questions.
- If you are requesting [Veteran's Preference](#), as identified below, please describe in your resume and responses to the supplemental questions any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.

Your resume should be no more than a **total of two (2) pages. Do not attach materials not requested.**

#### VETERANS' PREFERENCE:

If you are requesting [Veteran's Preference](#), attach a copy of your DD214 / DD215 and / or Veteran's Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for.

**Veteran's Preference documentation must be submitted no later than 11:59 p.m. on the closing/application review date listed on this recruitment.**

#### OPTIONAL INFORMATION SESSIONS:

To assist you in understanding this position and the recruitment process, we will offer Optional Information Sessions that will provide you with details about this position and about the application process. You are not required to attend to apply for this job, but attending will help you with the application process. You are welcome to join us for one of these optional sessions:

**Thursday, September 27, 2018  
From 5:30 – 6:30 pm  
Bureau of Development Services,  
1900 SW 4th Avenue, Portland, OR 97201  
Conference Room 5a**

or

**Tuesday, October 2, 2018  
From 12:00 - 1:00 pm  
Bureau of Development Services at the CH2M Center  
2020 SW 4th Ave, Portland, OR 97201  
Lincoln Conference Room**

Remote participation is available. For instructions on how to participate remotely, please contact Sara at (503) 823-5019 or [Sara.Flores@portlandoregon.gov](mailto:Sara.Flores@portlandoregon.gov) no later than 2:00 pm (PST) two business days prior to the informational session date.

**Questions?**

Shelonda Simpson, Senior Human Resources Analyst  
 Bureau of Human Resources  
[shelonda.simpson@portlandoregon.gov](mailto:shelonda.simpson@portlandoregon.gov)  
 (503) 823-3555

**OUR EQUITY COMMITMENT:**

Non-citizen applicants must be authorized to work in the United States at time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. **The City values diversity and encourages everyone who is interested in employment with the City to apply.** If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below **no later than the closing date of this announcement.**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.portlandoregon.gov/jobs>

Position #2018-00846  
 ELECTRICAL INSPECTOR  
 SS

1120 SW 5th Ave, 404  
 Portland, OR 97204  
 503-823-6821

**Electrical Inspector Supplemental Questionnaire**

- \* 1. **Thank you for considering joining the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills, and abilities to succeed in the posted vacancy.

A lack of a complete and thorough response to each of the supplemental questions in the space provided may result in disqualification from the examination. In addition, the selections you make and responses you provide in the questionnaire must accurately reflect what is documented in your resume.

Have you read and understood the information listed above?

- Yes  
 No

- \* 2. Do you have an Oregon A-Level Electrical Inspector Certification?  
 Yes  
 No
- \* 3. Please list your Oregon A-Level Electrical Inspector Certification number or date certified.
- \* 4. Do you have an Oregon Residential or One and Two Family Dwelling Electrical Inspector Certification?  
 Yes  
 No
- \* 5. Please list your Oregon Residential/One and Two Family Dwelling Electrical Inspector Certification number.
- \* 6. Do you have an Oregon Inspector Certification?  
 Yes  
 No
- \* 7. Please list your Oregon Inspector Certification number.
- \* 8. Do you have a valid state driver's license and an acceptable driving record (if not will you have it at the time of hire)?  
 Yes  
 No
- \* 9. Please list your drivers license information (issuing state, license number, and expiration date).
- \* 10. Where did you first hear about this job opportunity? (If on the internet/job board please specify which one)

\* Required Question