



CITY OF PORTLAND
invites applications for the position of:
**Electrical Inspector (OPEN
CONTINUOUS)**

SALARY: \$36.91 - \$42.69 Hourly

OPENING DATE: 12/17/18

CLOSING DATE: 06/24/19 11:59 PM

THE POSITION:



This recruitment will remain open for six (6) months.

This application review period will consist of all applications received from 8:01 a.m. on Monday December 17, 2018 until Monday, January 21, 2018.

If you are notified that you have been placed on the eligible list, you do NOT need to reapply and you will remain on the eligible list.

Bring your talent and expertise to the City of Portland!

Variety is the spice of life! Are you seeking to work on a variety of different, interesting smaller and larger projects, including leading edge building designs? Do you find value in career opportunities that provide work life balance? As an employer of choice the City of Portland understands what draws people from other regions to join the "City That Works"!

Portland's metropolitan population is over two million, yet we maintain strong local neighborhoods and a close connection to nature. One of the few cities nationally that has parks designed for inclusivity, and streets designed for alternative methods of transportation - walking, cycling, and mass transit. With easy access to mountains and beaches, as well as cultural diversity - festivals, food, brews - Portland has a unique footprint. And nationally Portland consistently ranks high as a 'liveable' city.

The City of Portland is actively recruiting for Electrical Inspectors to create a list of eligible candidates. The Electrical Inspectors 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 commercial, industrial and multi-family 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 Electrical Inspectors in both the Residential and Commercial Inspection Sections. *The current vacancy is in the Commercial Inspections Section; however, this recruitment may be used to fill future needs for the Bureau. Fluency in a second language is desired, but not required.*

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 in Commercial, Industrial and/or Multi-Family Residential projects.**
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 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.

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: 12/17/18 through 6/24/19
 Applications Reviewed: 1/21/19, 3/5/19, 4/16/19, 5/28/19, and 6/25/19
 Eligible List: 1/28/19, 3/12/19, 4/23/19, 6/4/19, and 7/2/19
(within one week of the application review dates)
 Selection Phase Begins: **within two to four weeks of eligible list establishment**
 Job Offer: **within two weeks of interview dates**

ADDITIONAL INFORMATION:

Applicant Instructions

Applicants must submit a professional résumé online and answer all required 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 résumé and answers to supplemental question will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your answers to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your résumé should support the details described in the answers to the supplemental questions.
- If you are requesting Veteran's Preference, as identified below, please describe in your answers to the supplemental questions any transferable 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 (2) pages. **Do not attach materials not requested.**

Application Deadline

All completed applications for this position must be submitted online, **no later than 11:59 pm on the closing/application review date listed on this recruitment.** *E-mailed and/or faxed applications will not be accepted.*

Candidate Notifications

If you are notified that you have been placed on the eligible list, **you do NOT need to reapply and will remain on the list.** The Bureau of Development Services (BDS) may fill future vacancies from this recruitment.

Veteran's 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 pm on the application review date listed on this recruitment.**

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.**

Questions?

Shelonda Simpson, Senior Human Resources Analyst
Bureau of Human Resources
Shelonda.Simpson@portlandoregon.gov
(503) 823-3555

An Equal Opportunity / Affirmative Action Employer

OPTIONAL INFORMATIONAL 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 this optional session:

Thursday, January 3, 2019

5:30 - 6:30 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Monday, January 14, 2019

12:00 - 1:00 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Wednesday, February 13, 2019

12:00 - 1:00 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Tuesday, February 19, 2019

5:30 - 6:30 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Wednesday, March 20, 2019

12:00 - 1:00 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Wednesday, April 10, 2019

5:30 - 6:30 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Wednesday, May 8, 2019

12:00 - 1:00 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Monday, May 20, 2019

5:30 - 6:30 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Tuesday, June 4, 2019

12:00 - 1:00 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

Tuesday, June 18, 2019

5:30 - 6:30 PM

**Bureau of Development Services/ CH2M Center
2020 SW 4th Ave, Portland 97201, Lincoln Conference Room**

For instructions on how to participate remotely, please contact Sara Flores at (503) 823-3519 or Sara.Flores@Portlandoregon.gov no later than 2:00 pm (PST) two business days prior to the informational session date.

BUREAU SPECIFIC INFORMATION



The Bureau of Development Services (BDS) promotes safety, livability, and economic vitality through efficient and collaborative application of building and development codes.

Check out the BDS Career Opportunities webpage for valuable resources to assist you during the application process and interviewing stages of the recruitment and hiring process.

- [BDS Career Opportunities](#)
 - www.portlandoregon.gov/bds/43591
- [Helpful Application Tips](#)
 - www.portlandoregon.gov/bds/article/439798
- [Interviewing for Success](#)
 - www.portlandoregon.gov/bds/article/582307

What We Offer You

The City of Portland is committed to offering medical, dental, vision, basic life, and long-term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage is available to ensure employees have the appropriate tools to safeguard themselves and their family. The City of Portland also participates in the Oregon Public Employees Retirement System (PERS). For more information on the City of Portland's benefits please click [here](#).

ABOUT THE CITY OF PORTLAND:



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

Lauded as one of the best places to live in America, Portland is a city with a vibrant downtown, diverse neighborhoods, natural beauty, good schools and friendly people. Home to about 600,000 residents within 145 square miles, Portland maintains deep ties to the Pacific Northwest's natural beauty.

Portland has a reputation for being unique, and our particular structure for governance is no exception. Portland voters adopted the commission form of government in 1913, and over 100 years later, Portland is the only large city in the country continuing to operate under this structure. The five members of the City Council are each elected at large and have legislative, administrative, and quasi-judicial responsibilities. The Mayor assigns bureaus to each Council member.

The City of Portland is a full-service city with approximately 6500 represented and non-represented permanent employees and a budget of over \$3.46 billion. The City has maintained its Triple-A bond rating for over 40 years, with strong financial management policies and practices in place.

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

Position #2018-01137
ELECTRICAL INSPECTOR (OPEN CONTINUOUS)
SS

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

Electrical Inspector (OPEN CONTINUOUS) Supplemental Questionnaire

- * 1. **Thank you for your interest in joining the team at 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 work history.

All of the supplemental questions below that are specifically listed in the "To Qualify" section are required for this position. Please provide unique responses for each question that specifically address the qualification(s). Answering "No", "See resume", or entering "N/A" in the open text field to any of the minimum qualifications may result in elimination from further consideration.

If you are requesting veterans preference, please be sure to not only select that you are a veteran, but also upload a copy of your DD214 and/or Veteran's administration letter stating your disability. Veteran's preference documentation must be submitted by the closing time of this announcement.

Have you read and understood all of the information listed above?

- Yes
 No

- * 2. Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)
- * 3. Will you have a valid state's driver's license and acceptable driving record at time of hire?
 Yes
 No
- * 4. Do you have an Oregon A-Level Electrical Inspector Certification?
 Yes
 No
- * 5. Do you have an Oregon Inspector Certification?
 Yes
 No
- * 6. Do you have knowledge and experience in applying provisions of the Oregon Electrical Specialty Code and related amendments in Commercial, Industrial, and/or Multi-Family Residential projects?
 Yes
 No
- * 7. Please describe, in detail, how you gained knowledge and used said knowledge applying the provisions of the Oregon Electrical Specialty Code and related amendments in each of the following areas - Commercial, Industrial, and/or Multi-Family Residential projects.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*); and
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

- * 8. Do you have knowledge and experience in the practices and materials used in electrical installations, and in evaluating electrical construction methods and materials?
 Yes
 No
- * 9. Please describe, in detail, how you have applied your knowledge and experience in the practices of (and the materials used in) electrical installations, and in evaluating electrical

construction methods and materials.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*); and
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

- * 10. Do you have the ability to write detailed reports and use various technologies?

- Yes
 No

- * 11. Please describe, in detail, how you gained and utilized your ability to write detailed reports and use various technologies.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*); and
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

- * 12. Do you have knowledge and the skill to interpret and explain technical electrical information and electrical code requirements?

- Yes
 No

- * 13. Please describe, in detail, how you have gained knowledge interpreting technical electrical information and electrical code requirements. Please also, explain how you have applied your ability to explain said technical electrical information and electrical code requirements.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*); and
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

- * 14. Do you have knowledge and skill in reading and interpreting electrical blueprints and calculation?

- Yes
 No

- * 15. Please describe, in detail, how you have gained knowledge and skill in reading and interpreting electrical blueprints and calculations.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability;
- Role you served in (*professional, internship, volunteer*); and
- Total length of time applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

- * Required Question