

Job Posting

THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE:	Electrical Inspector (Part-Time Non-Exempt)
DEPARTMENT:	Public Service
DIVISION:	Building
IMMEDIATE SUPERVISOR:	Building Commissioner
JOB CLASSIFICATION:	Part-Time (Non-Exempt)
PAY RATE:	\$39.29 – \$46.24

The City of Middleburg Heights is currently hiring a part-time Electrical Inspector.

General Duties:

The City of Middleburg Heights is seeking applicants for the part-time position of Electrical Inspector. Under direction of the Building Commissioner, the incumbent will be responsible for the inspection of electrical systems and equipment installed in new construction, renovations, and repairs to ensure conformance to established safety and building codes.

Responsibilities include: scheduling and performing on-site inspection of construction properties; ensuring compliance with established codes and regulations; monitoring the installation and replacement of electrical systems and equipment and quality of materials; reviewing documents to ensure code compliance; maintaining building inspection records and building and specification books; preparing related reports, as assigned; investigating complaints and code violations; notifying appropriate persons; citing violators for court action, as necessary; preparing court papers, serving citations, and appearing in court, as required; responding to inquiries regarding electrical code; maintaining and increasing knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions; and attending meetings and serving on temporary committees, as requested.

Eligible applicants must have knowledge of:

- State and local building and applicable fire codes and ordinances
- State and local electrical codes and ordinances
- Inspection and safety evaluation techniques
- Safety practices and procedures
- Electrical system installation requirements
- Electrical system operations and equipment
- Building construction methods and materials
- Computer software

Eligible applicants must have the skills and ability to:

- Maintain effective working relationships with supervisors and co-workers
- Interpret and apply laws, regulations, and policies
- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret plans and specifications
- Identify potential and existing construction/maintenance problems
- Recognize unusual or threatening conditions
- Ensure the quality of work as measured against established standards
- Organize, prioritize, and coordinate multiple tasks
- Communicate effectively in written and oral form
- Prepare accurate and concise reports
- Work in high places, and climb ladders and stairs
- Work outdoors in adverse weather conditions
- Work under confined or awkward conditions

Qualifications:

- High school diploma or equivalent with five (5) years' experience as an electrician, electrical inspector, or related field or an equivalent combination of education, training and experience.
- A current State of Ohio Certification as an RLC Electrical Safety Inspector with a Commercial Electrical Safety Inspector Endorsement. Additional Endorsements are preferred.
- Strong attention to detail and safety awareness.
- Valid Ohio driver's license with an acceptable driving record.

The Electrical Inspector must meet the knowledge, judgement, fitness, and skill requirements necessary for the position throughout his or her employment.

The Electrical Inspector must be able to work three (3) fixed eight-hour shifts a week (e.g., 7:30 am-4:00 pm, Tuesdays, Thursdays, and Fridays).

Send Resume To:

Middleburg Heights Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
or e-mail to ssadler@middleburgheights.com