



City of Umatilla

The City of Umatilla is recruiting for a Certified & Licensed Inspector – Electrical Inspector. This position requires two years post-secondary college in pre-engineering, construction technology, or a related field OR two years of lead or supervisory experience in building and related inspections, plan review and code enforcement. This position also requires possession of the Electrical Specialty Code Inspector certification issued by the State of Oregon. The following certifications are preferred but not required: A Level Structural Plans Examiner, A Level Structural Inspector, A Level Mechanical Inspector, Fire and Life Safety Plans Examiner, Residential Structural Inspector, Residential Plans Examiner and Residential Plumbing Inspector. Must have a valid driver's license. Salary \$85,127-\$100,060/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter, resume and application. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to the Finance & Administrative Services Director. Closing date: June 5, 2020. EOE/AA.



City of Umatilla

Job Title:	Certified & Licensed Inspector (Electrical Inspector)	Job Category:	Non-Union; Exempt
Department/Group:	Community Development	Pay Grade:	I Resolution 53-2020
Location:	City Hall	Reports to:	Community Development Director
HR Contact:	Finance & Administrative Services Manager	Position Type:	Full Time
Supervision:	Works under the general supervision of Community Development Director.		

Minimum Qualifications:

- Two (2) years post-secondary college in pre-engineering, construction technology, or related field or,
- Two (2) years of lead or supervisory experience in building and related inspections, plan review and code enforcement.
- Experience in the application and interpretation of City, State, Federal laws, rules and regulations.
- Valid driver's license.
- Must possess the following code certification issued by the State of Oregon:
 - Electrical Specialty Code Inspector (EI)
- The following code certification issued by the State of Oregon are preferred but not required.
 - Structural Plans Examiner – A-Level (PEA)
 - Structural Inspector – A-Level (SIA)
 - Mechanical Inspector – A-Level (MIA)
 - Fire and Life Safety Plans Examiner (PEF)
 - Residential Structural Inspector (CAS)
 - Residential Plan Examiner (CAX)
 - Residential Plumbing Inspector (CAP)

Job Description

GENERAL PURPOSE

Under general supervision of the Community Development Director, the Electrical Inspector performs and administers plan reviews and inspections of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes and ensures or enforces compliance with City code requirements and State adopted building codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Electrical Inspector is responsible for inspecting the installation of electrical systems, plan review, issuing permits, building inspection, code enforcement and coordinating activities and serving as the

technical expert with other City staff, builders, architects, engineers, contractors, homeowners, outside agencies, or others, as necessary.

Plans day-to-day and project assignments, attends meetings, and plans workloads and priorities of subordinate staff.

Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information materials.

Prepares letters and written reports.

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Understand, interpret, explain and apply city, state and federal laws and ensure compliance with the Building Code.
- Building policies and practices, reporting and record keeping.
- Work independently and make sound decisions under general or minimal supervision.
- Manage multiple projects, including coordinating processes and activities with others.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, city management, elected officials, homeowners, external third parties, other jurisdictions and the general public.
- Perform complicated calculations, computation and analyses.
- Prepare clear, concise and comprehensive statements, reports, and other various written materials.
- Read and objectively interpret code requirements.
- Read and interpret construction plans and specifications.
- Remain proficient on code revisions, new codes and update inspector skills, certifications, and licenses.
- Maintain or ensure the collection, processing, and accountability of applicable fees and taxes.
- Develop, manage and monitor budgets and expenditures.
- Select, train and evaluate staff; plan, assign, coordinate, review and supervise the work of assigned staff.
- Communicate effectively, clearly, and concisely, both in writing and orally.
- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilize word-processing, spread sheet and database programs or other application software as required for the position.
- Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also, extensive use of GIS software and mapping.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must have overall stamina and ability to perform moderate to strenuous physical activity. Job requirements may include, but are not limited to: climbing, bending, and working in tight or small areas.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed is both indoors and outdoors. Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The incumbent may need to work in noisy work areas. Driving and field inspections in inclement weather is required. Field inspections may require the ability to stoop, bend, walk over rough ground, crawl and perform other such physical activities. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, dust, pollen pesticides, insecticides, insect stings, noxious odors, fumes or chemicals and smoke. Hazardous areas routinely encountered include open ditches, heavy machinery, construction materials, excessive noise, and vehicle traffic.

Reviewed By:	David Stockdale, City Manager	Date:	4/20/20
Approved By:	David Stockdale, City Manager	Date:	4/20/20
Last Updated By:	Melissa Ince, Finance & Administrative Services Director	Date/Time:	4/20/20

X 
David Stockdale
City Manager
5/14/20

CITY OF UMATILLA



APPLICATION FOR EMPLOYMENT

D I S C L A I M E R

The City of Umatilla is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of the City of Umatilla is to select the most qualified individuals for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying. Please turn in this application, resume, and references together.

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process may request assistance to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying. The applicant who needs reasonable accommodation for disability should inform the City Manager at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226.

You must complete all of the inquiries on the application accurately and truthfully. Any incomplete applications will be rejected. If you believe the question or information sought is not applicable, put "N/A" for a response in the space provided. If you report false or inaccurate information, we will reject your applications or terminate your employment if we discover false or inaccurate information after the date of hire.

P E R S O N A L	Last Name	First	MI	Date
	Street Address	Home/Mobile Telephone		
	City, State Zip	Business Telephone		
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and year _____			Social Security #
	Position Desired			Expected Salary
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____

	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma
E D U C A T I O N	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL INFORMATION

Clinical experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous.

PREVIOUS EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone	
	Address	()	Employed – (Month and year)
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	Start Last
			Reason for Leaving
2	Company Name	Telephone	
	Address	()	Employed – (Month and year)
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	Start Last
			Reason for Leaving
3	Company Name	Telephone	
	Address	()	Employed – (Month and year)
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	Start Last
			Reason for Leaving
4	Company Name	Telephone	
	Address	()	Employed – (Month and year)
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	Start Last
			Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT	
	Employer Number(s) _____	Reason _____

V E T E R A N	<p>This is a voluntary question; however if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veteran's preference hiring, a veteran defined as: a person who served 178 days or less, but were discharged or released under honorable conditions because of service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or an expeditionary medal for service in the U.S. armed forces and were discharged or released under honorable conditions.</p> <p>I meet this definition of a veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>This is a voluntary question; however, if you are interested in consideration as a disabled veterans, under Oregon's veterans' preference for hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.</p> <p>I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

A C K N O W L E D G M E N T S I G N A T U R E	<p>I understand the purpose of this application form is to give me the opportunity to provide the City with information about my skills, experience, abilities, and other personal attributes that meet the qualifications requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing this information. I also understand that a number of interviews maybe required for consideration beyond the application form.</p>
	<p>In submitting this application for employment, I understand that the City will investigate the information that I provided. If the City selects me for an interview, I understand that the City will require me to provide the City with a release and waiver form so that the City may contact a representative for each former employer, educational institution, and/or personal reference that I list on the application form or provide in an interview.</p>
	<p>I understand that part of the application process at the City of Umatilla includes a controlled substance exam. I understand that if the City considers me for employment then the City will request a signed consent and waiver before I take the exam. I understand that if I refuse to sign the form or if my results are presumptively positive, then the City will not consider me for employment.</p>
	<p>I understand that if the City of Umatilla offers me employment, I will complete a Form I-9 before I commence work provide the City with proper documentation that proves I am authorized to work in the United States. I understand that if I do not provide the City with proper documentation I will no longer qualify for an employment opportunity. I understand that I may obtain information about the documentation by contacting the City's Human Resource Department at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226. I can also contact the United States Citizenship and Immigration Services at 1-800-255-7688 or by visiting the website www.justice.gov/crt/about/osc</p>
	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I acknowledge that the City will verify accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named to provide information regarding my employment education, character, and qualifications, and release each employer, school, or person from all liabilities for any damages that may result from furnishing information to the City. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p>
	<p>I, hereby authorize the City of Umatilla to make an investigation of my personal employment history and education. I understand that these investigations will include information of public record, which could include DMV records; civil and criminal courts; and other records as may be appropriate. If a report is obtained, the City must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>
<p>I, hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, as well as any damages that may directly or indirectly result from the use of the disclosure, or release of any information by any person or party whether such information is favorable or unfavorable of me. I, further waive any claim against the City and any outside agency utilized by the City as a result of any information, which is obtained in this investigation.</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Signature</p>