JOB POSTING MEMO

TO: ALL CITY OF MONROE DEPARTMENTS
FROM: Ellen Hill, Planning and Urban Development Director
DATE: May 17, 2021
SUBJECT: JOB OPENING—Construction Inspector PUD (Inspections Division)

A job opening exists in the Planning and Urban Development Department for a Construction Inspector. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, it will be opened to the public on 6/2/2021.

Notice to internal applicants: All City work records and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

DISTINGUISHING CHARACTERISTICS OF JOB:
The Construction Inspector inspects dwellings & other public facility structures for compliance with Federal, State & Local Laws, rules, and regulations. This position is shared between the Community Development (50%) and Building Inspections (50%) divisions.

Community Development:
Work involves identifying substandard conditions and estimating labor and materials necessary to eliminate health and safety code violations and/or bring the dwelling up to compliance in accordance with HUD and other federal rehabilitation standards. Responsible for monitoring the work of contractors to ensure the performance of the work-write-ups, compliance with approved plans and contracts. Work is performed under the general supervision of the Community Development Director.

Building Inspections:
Under the Chief Building Official direction, this individual is responsible for inspections for residential and commercial electrical projects being permitted by the City in compliance with local ordinances and state law, and international building codes. The Inspector shall be well versed in approved methods of construction for the safety of persons and property.

FLSA DESIGNATION: Full-time

ESSENTIAL JOB DUTIES
Community Development
• Identifies damaged or deteriorated structural components or finishing materials, determines the type and amount of material necessary to repair or replace the conditions in order to obtain compliance with the applicable building codes and regulations.
• Prepares estimates of materials and labor cost and work write-ups utilizing computer software including Respec and Chief Architect using square footage, linear footage, and quality of fixtures projected for the projects;
• Inspects the work of contractors to ensure compliance with standards of quality workmanship, construction practices, and codes and ensures the completion of work-write-up according to the approved plan and contract specifications.
• Explains work characteristics and limitations as defined in program guidelines to homeowners; monitors contractors' work as the work is completed to ensure compliance with all relevant building codes and HUD requirements. Investigates housing complaints & prepares reports of violations found.

Building Inspections
• Conduct inspections and enforce the provisions of the Electrical Code. Responsible for inspecting the installation of electrical systems and equipment to detect faulty wiring and ensure they comply with electrical codes and standards.
• Visits construction sites and residences to perform inspections and makes recommendations for improvement; issues notices of violation;
• Write reports and maintain a record of inspections & re-inspections. Using personal computers and/or mobile devices to record the results and status of inspections; preparing letters and written notices of violation;
• Inspecting temporary electrical services, electrical panels, feeder wiring, appliances, grounding, location and installation of equipment motors, and emergency power sources;
• Reviewing construction plans and blueprints;
• Consulting with homeowners, contractors, and construction personnel regarding compliance with codes and ordinances;
• Researching and interpreting codes;
• Responding to emergency and after-hours inspections; and assessing damages.
• Other duties deemed necessary to meet the needs of the Planning and Urban Development.

MINIMUM QUALIFICATIONS

Five (5) years experience as an Electrical Inspector or five (5) years experience in the installation of electrical equipment, or in place of such experience, shall be a licensed electrical contractor and shall have had two (2) years practical experience in the installation of electrical equipment; and valid Louisiana driver's license.

KNOWLEDGE, SKILLS & ABILITIES

• Knowledge of the modern materials and methods, and standards of routine residential and housing remodeling and rehabilitation;
• Knowledge of the work limitations and regulations of the assigned inspection program;
• Ability to identify substandard housing conditions and to determine the appropriate repair and renovation of structural, plumbing, and electrical components necessary to comply with applicable codes and regulations;
• Ability to establish and identify structures that are beyond feasible restoration or which pose significant safety hazards;
• Ability to establish and maintain effective working relationships with program contractors, homeowners, peers, building owners, architects, and the general public;
• Thorough knowledge of standard equipment and materials in general use related to electrical inspection, and comprehensive knowledge of the current National Electrical Code;
• Knowledge of all types of building construction, materials, methods, and construction stages when possible violations and defects may be most easily observed and corrected.
• Ability to apply good work habits such as punctuality, reliability, and dependability to effectively complete assigned tasks and contribute to the smooth operation of the divisions and department.
• Outdoor work is required in the inspection of construction sites; hand-eye coordination is necessary to operate tools, computers, and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Inspector occasionally required to climb or balance, stoop, kneel, crouch, or crawl. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

LICENSES AND CERTIFICATIONS:
• Must possess a valid State of Louisiana Driver's License

SPECIAL NOTE:
The Construction Inspector shall have or acquire International Code Council-approved certification as a residential electrical inspector within six months of start date and commercial electrical inspector certification within nine months. Other certifications may be required to assist with meeting federal regulations – i.e., Lead Paint Inspector, Risk Assessor.