



JOB OPENING

JOB TITLE: ELECTRICAL INSPECTOR

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

LOCATION: City Hall, 419 Fulton Street, Room 307, Peoria, Illinois

HOURS: 8:00 a.m. – 5:00 p.m. – Monday through Friday

SALARY: AFSCME Range 221 - \$27.19 hourly salary

SUMMARY: The Electrical Inspector works in the Community Development Department of the City of Peoria. The Community Development Department works to encourage a safe and healthy community, through education first and enforcement second; to correct and enforce environmental and building for the City of Peoria. The purpose of this position is to inspect and evaluate the electrical installation of commercial, residential, and multi-family dwellings. This is accomplished by providing general electrical assistance; verifying permits, aiding code enforcement staff, performing electrical inspections; and keeping records. In addition, this position is responsible for all pool and solar projects and other duties as assigned.

MINIMUM REQUIREMENTS: Associates degree or equivalent from an accredited two year college or technical school, over two years up to and including four years progressively responsible related experience and a valid State Driver's License required. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job considered.

IMPORTANT ATTRIBUTES: Knowledge of inspecting and evaluating electrical installations by ensuring safety, durability, capacity, and compliance and providing multiple inspections for each stage of completion; inspects and reviews pool permits and pool installation projects that require a permit, handles all complaints related to pools. Provides general electrical assistance by assisting Code Enforcement with technical electrical concerns; assisting Fire and Building Inspectors; responding to electrical questions from contractors, developers, engineers, and general public. Performs permit verification and record keeping by ensuring electrical permits are applied for and issued; notifying contractors of inspection outcomes; maintaining detailed records of inspections; notifying Public Utility Company of passed inspections and providing meter release numbers; and responding to code complaints and evaluates violations. Skill in using tact, discretion, initiative and independent judgment within established guidelines; communicating clearly and effectively, both orally and in writing. Ability to locate, interpret and quote National Electrical Code articles and tables; write routine reports and correspondence; read and interpret building construction plans, blueprints and schematics; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

MENTAL/PHYSICAL REQUIREMENTS: Must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Frequently exposed to fumes or airborne particles, work in high precarious places, toxic or caustic chemicals, and risk of electrical shock. Working conditions are typically loud.

***Please notify the Human Resources Department if accommodations are required to participate in the selection process.**

Posted April 13, 2021

**INITIAL SCREENING: Friday, April 30, 2021
OPEN UNTIL FILLED**

LETTERS OF INTENT FROM QUALIFIED EMPLOYEES AND APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED IN THE HUMAN RESOURCES DEPARTMENT, CITY HALL, 419 FULTON, ROOM 403, PEORIA, IL 61602 UNTIL THE DEADLINE DATE. FAX# (309) 494-8587, PHONE# (309) 494-8575; E-MAIL humanresources@peoriagov.org; WEBSITE www.peoriagov.org. YOU ARE REQUIRED TO ESTABLISH RESIDENCY WITHIN PEORIA CITY LIMITS WITHIN ONE YEAR OF EMPLOYMENT. HOWEVER, IF YOU CHOOSE TO WAIVE THAT REQUIREMENT, YOU MUST LIVE WITHIN A TWENTY (20) MILE RADIUS OF CITY HALL AND GIVE UP 2% OF YOUR BASE PAY FOR FIVE (5) YEARS. YOU WILL NEED TO COMPLETE A WAIVER OF RESIDENCY FORM IN THE HUMAN RESOURCES DEPARTMENT. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. SELECTED CANDIDATE MUST PASS MEDICAL EXAMINATION INCLUDING A DRUG SCREEN PRIOR TO HIRE. OFFICIAL CLASS SPECIFICATIONS AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT.