

ELECTRICAL INSPECTOR

Recruitment #2110-2508DC-002

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|------------------------------|----------------------------|
| List Type | Original |
| Requesting Department | DEPT OF NEIGHBORHOOD SRVCS |
| Open Date | 12/15/2021 4:00:00 PM |
| Filing Deadline | 1/6/2022 11:59:00 PM |
| HR Analyst | Jeff Harvey |

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INTRODUCTION

Put your electrical expertise to work as an Electrical Inspector with the City of Milwaukee, and serve a critical role in keeping Milwaukee's residents safe!

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Electrical Inspector conducts electrical systems inspections in commercial, industrial, and residential buildings to ensure compliance with applicable codes.

ESSENTIAL FUNCTIONS

ELECTRICAL INSPECTION

- Inspect electrical service installations and electrical installations outside and inside buildings.
- Investigate complaints and aldermanic service requests and write work orders to correct conditions as necessary; conduct re-inspections related to orders issued.
- Inspect occupancies and write work orders to correct conditions as necessary.

CUSTOMER SERVICE

- Advise journey-level and master electricians of code requirements to make installations compliant with existing regulations.
- Consult with contractors, builders, other inspectors, and architects on electrical installations.
- Explain electrical rules and regulations to owners of buildings when requested.

ADMINISTRATION

- Maintain accurate records of inspections and make detailed reports regarding complaints and rejections.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

Please be advised that you are required to have received either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine prior to your employment start date or have an approved religious or medical accommodation prior to your employment start date. You can find further information relative to the City's Covid-19 Vaccination Policy [here](#).

The **Electrical Inspector** must be willing and able to do the following:

- Work indoors and outdoors, with exposure to airborne contaminants, heat, and cold; tolerate noise and vibration; and work in awkward, cramped workspaces.
- Perform physical activities in work environments that require walking and standing, crawling, crouching, stooping, kneeling, reaching, balancing, pushing, and pulling.
- Climb ladders safely.
- Exert up to 50 lbs. of force occasionally, and lift and move objects weighing 10-20 lbs. frequently.
- Wear approved clothing and maintain this clothing to comply with the departmental dress code.
- Wear proper Personal Protective Equipment (PPE).

MINIMUM REQUIREMENTS

1. Must meet State of Wisconsin Department of Safety and Professional Services (DSPS)'s requirements to receive a **Commercial Electrical Inspector Certification** under either **Method 1** or **Method 2**, below:

Method 1 – Experience and Examination – Completing the necessary hours of experience and passing the Commercial Electrical Inspector certification examination.

- a) At least 1,000 hours per year for at least 6 years of experience in electrical work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical, or vocational school in an electrical related program, the applicant may claim 500 hours per semester of experience, with no more than 3,000 hours and 3 years of experience, towards the required experience, **OR**
- b) At least 1,000 hours per year for at least 3 years of experience in electrical work and has a degree in electrical engineering from an accredited college or university, **OR**
- c) At least 1,000 hours per year for at least 3 years of experience in electrical work and holds a credential under Wis. Stats. § 443 as a registered Professional Engineer, a registered Architect or a certified Designer of Electrical Systems.

Method 2 – Proof of Current Licensure/Certification – Submitting evidence of holding a current license/certification:

- a) Wisconsin Master Electrician license, **OR**
- b) Electrical Inspector or Commercial Electrical Inspector certification issued by the International Code Council (ICC), **OR**
- c) Master Electrical Inspector certification issued under the International Association of Electrical Inspectors/National Fire Protection Association.

2. Currently hold Wisconsin Journey-level Electrician license, Master Electrician license or Wisconsin UDC Electrical Inspector license.

3. At least 1000 hours per year for at least three years in design or installation of electrical equipment specifically related to construction in residential or commercial buildings.

4. Attain State of Wisconsin Department of Safety and Professional Services (DPS) Commercial Electrical Inspector certification within six months of appointment.

5. Valid driver's license at the time of appointment and throughout employment and the availability of a properly registered and insured vehicle for use on the job (mileage reimbursement provided).

IMPORTANT NOTE: Copies of eligibility documentation (such as certifications, licenses, courses taken, college transcripts, and so forth) are required and must be received by the application period closing date. Documents

may be attached to your online application or sent via email to staffinginfo@milwaukee.gov with "Electrical Inspector" in the subject line. Applications without documentation attached will be considered incomplete and may be rejected. Unofficial copies are acceptable; however, documents must be legible and include the institution's name, your name, any degrees completed (if applicable), and completion dates.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- General knowledge of building and construction principles, techniques, and materials.
- Knowledge of the practices, materials, and tools used in the installation of electrical systems.
- Knowledge of and ability to read and interpret federal, state, and local electrical codes.
- Ability to read and interpret blueprints and electrical plans.
- Knowledge of the methods and instruments used to test electrical installations.
- Skill in using hand tools used in the trade, such as screwdrivers, pliers, and side cutters.
- Ability to inspect electrical installations to identify the causes of problems or defects.
- Knowledge of how to perform all work in a safe manner.
- Knowledge of mathematics and ability to perform calculations and make precise measurements.
- Ability to use the Land Management System (LMS) as well as word processing, spreadsheet, and database applications to enter and retrieve information as well as conduct research, draft reports, and prepare correspondence.
- Ability to stay up-to-date technically and apply new knowledge to work tasks.

COMMUNICATION AND INTERPERSONAL

- Verbal communication skills to clearly and accurately respond to inquiries and explain technical information.
- Ability to interact effectively with builders, contractors, consultants, fellow employees, and the public.
- Customer service knowledge and skills to serve the public in a positive manner.
- Ability to exercise tact and diplomacy and remain calm when working with people who are upset.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.

CRITICAL THINKING AND PROFESSIONALISM

- Ability to analyze and solve complex problems and exercise independent judgment.
- Ability to plan and accomplish work within deadlines; ability to maintain accurate, detailed records.
- Honesty and integrity.
- Commitment to professional development in electrical technology and code enforcement.

CURRENT SALARY

The current starting salary (Pay Range 2HN) is \$63,569, and the resident incentive starting salary for City of Milwaukee residents is \$65,476. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after the application deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE:

- Applications can be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.

- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.