



Effective Date: June 8, 2023

Organization: City of Barre, Vermont, USA
Position Title: Electrical Inspector/ Code Enforcement Officer
Department: Fire
Employment Classification: Exempt
Supervisor: Fire Chief / Fire Marshal

Summary/Objective

Works under the general direction of the Fire Chief or their designee with duties and responsibilities as defined by Vermont State Statute, City of Barre Ordinances, National or State Electrical Code, Vermont Fire and building safety code, To perform a variety of tasks associated with the Vermont Electrical Safety Rules, building inspections, enforce building codes, regulations and ordinances for both residential and commercial properties. Will assist in enforcement of the Minimum Housing Ordinances as defined in the City of Barre Ordinances. Will assist the Health Officer in addressing health code issues. Other responsibilities per/by city ordinance include fire code enforcement as outlined in the most recent version of the Cooperative Inspection Agreement between the State of Vermont [Public Safety Department] and the City of Barre.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides complete inspection of all electrical installations in new or existing buildings and at construction sites, which generally includes any public or privately owned building or structure which is constructed, adapted, or used for any commercial, industrial, governmental, institutional, recreational, or charitable use.
2. Assists the Fire Marshal for the Minimum Housing Inspection Program
3. Conduct inspection of rental units to ensure compliance with the City of Barre Ordinances.
4. Works in collaboration with the office of Planning, Permitting and Assessing to address any issues with Minimum Housing and Rental Properties.
5. May collaborate with the Fire Marshal and the Office of Planning, Permitting and Assessing in reviewing, editing or drafting ordinances.
6. Approves such installations, issue citations and issues certificates of compliance.
7. Responsible for ensuring that compliance of any recommendations are completed.
8. Checks electrical repairs in existing structures, approving or rejecting the work based on permits.
9. Investigates complaints of faulty electrical installation.

10. May be asked to prepare affidavits and / or testify in court with respect to evidence of incompetence or criminal activity on the part of electricians and others.
11. Inspects lightning rod installations, fire detection equipment and other signaling equipment.
12. Reviews blueprints and specifications of proposed buildings to determine compliance with the electrical code.
13. Determines from the proposed or actual use of a particular structure to which portions of the electrical code apply.
14. Provide information to contractors, property owners and the general public with regards to the Minimum Housing Standard and rental property.
15. Comprehensive knowledge of building, electrical systems to include proper installation and relationship to any City Ordinance.
16. Maintaining inspection documentation in an accurate and timely manner.
17. Responds to and investigates complaints of electrical and fire code violations.
18. Responsible for accurate data management using existing software including adding, editing and maintaining inspection and violation records.

Necessary Knowledge, Skills and Abilities

1. Must possess a valid Vermont Master Electricians License.
2. Possesses or have the ability to Obtain National Fire Inspector Certification 1 through the National Fire Protection Association (NFPA).
3. Possesses ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment.
4. Schedules and attends appointments timely.
5. Considerable knowledge of the procedures and practices involved in the installation of electrical wiring and electrical devices for both commercial and residential properties.
6. Comprehensive knowledge of the National Electrical Code as it relates to private and commercial properties.
7. Comprehensive knowledge of the Energy Codes and Standards.
8. Comprehensive knowledge of current and emerging efficiency standards or ability to obtain.
9. Awareness and ability to research and evolve with new and emerging technologies such as Hemp and Cannabis cultivation, Photovoltaic systems, Energy storage and battery systems, Electric vehicle charging stations, etc.
10. Working knowledge of fire detection and alarm equipment plus lightning rod installations.
11. Ability to read, understand and interpret complex construction codes.
12. Ability to read and interpret blueprints, working plans and specifications.
13. Ability to establish effective working relationships with co-workers, electricians, building owners, and the public.
14. Ability to work in adverse conditions with limited supervision.
15. Knowledge of code enforcement as specified under Vermont Law and City ordinances.
16. Ability to review, understand and ensure compliance with the City Ordinances.
17. Possesses ability to communicate clearly and concisely in writing and orally.
18. Possesses competency in using a computer and business software, computer based data management systems and other software.

Competencies

1. Must have a valid Driver License.
2. Must hold and Maintain a Masters Electrician License
3. May be required to successfully complete a fit for duty physical.

Physical Demands

Work may include frequent strenuous physical effort required in performing assigned duties in situations of severe personal danger with exposure to hazardous conditions, in environments deemed to be an Immediate Danger to Life and Health (IDLH) and adverse weather conditions. Environmental conditions may include all of the following:

PHYSICAL ACTIVITY REQUIREMENTS

- May perform duties in sub-zero weather and contend with wind chill factors.
 - May often work in wet, muddy or icy areas.
 - May frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
 - Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion
 - Face exposure to hazardous substances.
 - Exposure to higher than normal noise levels).
 - Exposure to sharp objects.
 - Required to perform work in confined spaces or cramped body positions.
 - Exposure to dust.
 - Exposure to uninsulated or unshielded electrical equipment.
 - Exposure to radiation hazards.
 - Exposure to a variety of stressors:
 - Performance of complex tasks
 - Tight time frames
 - Tasks requiring long periods of intense concentration
 - Working in unknown situations
 - Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).
- Exposure to noxious odors.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed regularly
Lift 11 to 25 lbs.:	Performed Occasionally	Bending:	Performed regularly
Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Occasionally performed
Lift over 50 lbs.:	Performed rarely	Squatting:	Performed regularly
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed regularly	Crouching:	Performed regularly
Carry 11 to 25 lbs.:	Performed occasionally	Climbing:	Performed regularly
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Performed regularly

Carry over 50 lbs.:		Performed rarely	Work Surfaces								
Reach above shoulder height:		Occasionally performed	In Avg. 8 hour Day Employee is Required to:								
Reach at shoulder height:		Performed frequently									
Reach below shoulder height:		Performed frequently	Sit								
			Consecutive Hrs.	1	2	3	4	5	6	7	8
Push/Pull:	Performed frequently		Total Hrs.	1	2	3	4	5	6	7	8
Hand Manipulation			Stand								
Grasping:	Performed frequently		Consecutive Hrs.	1	2	3	4	5	6	7	8
Handling:	Performed frequently		Total Hrs.	1	2	3	4	5	6	7	8
Torqueing:	Occasionally performed		Walk								
Fingering:	Performed frequently		Consecutive Hrs.	1	2	3	4	5	6	7	8
			Total Hrs.	1	2	3	4	5	6	7	8

Work Environment

The work environment characteristics described here are representative of those an 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.

Indoor – Administrative, documentation, classroom training, meetings and record keeping tasks are performed in climate controlled office environment or department facility, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

Outdoor –irregular terrain in soils, paved or concrete surfaces and excavations which require the ability to climb and walk. Temperature can depending on the time of the year. Ambient temperatures may be very cold in winter (-35F) and hot during summer work periods (100F). Typical building construction hazards are common.

Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:00 p.m. However, the position requires the ability to work during nonstandard hours when the need arises. Some flexibility in the work schedule is a possibility.

Travel

Local travel will be required within the city limits. Travel outside of the area may be required for training purposes, to meet with neighboring communities or vendors.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States
Must be able to get to and from work on a consistent basis
Must be able to pass a background check

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____