

# **CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY**



## **ELECTRICAL INSPECTOR/HOUSING REHABILITATION SPECIALIST**

**EPPMTEA Union**

**Pay Grade: 41 (\$61,944 - \$73,679) With Benefits**

**Departments: Zoning and Code Enforcement and CDBG**

**Hours: 21 hours in Zoning and Code Enforcement and 14 hours in CDBG Program**

### **Electrical Inspection:**

Under supervision of the Building Official, reviews electrical plans, approves or disapproves permit applications. Conducts field inspections and makes reports relative to the enforcement of National and State Electrical Codes and City ordinances. Conducts work within the City's Building Inspection office such as answering questions from the public and contractors in person or by telephone and other office related duties as necessary.

Personally inspects and reviews the work of those persons engaged in electrical construction, alterations or maintenance work to insure that it complies with approved plans and with provisions of pertinent electrical codes and ordinances. Reviews and approves or disapproves permit applications for electrical work. Reviews all plans for upgrading service for new construction, high rise apartments, medical offices, motors and transformers, churches, theaters, and other places of public assembly for compliance with pertinent codes and ordinances. Inspects structures where fires or explosions have occurred. Issues verbal or written orders for correction of defects and workmanship or materials. Prepares reports and recommendations of various inspections, provides information and renders decision on applicability and provisions of electrical codes and city ordinances.

Investigates suspected violations for electrical regulations and codes and takes necessary action to insure enforcement. Receives, records and investigates any complaints pertaining to electrical hazards. Inspects fire alarm systems. May prepare and maintain correspondence, records, permits, inspections and reports

### **Housing Rehabilitation Specialist:**

Under the supervision of the Director of the Community Development Block Grant, is responsible in determining income eligibility, writing scopes of work based on home inspections, writing detailed work specifications, facilitating obtaining bids from contractors, and periodically inspecting work in progress and at a substantial completion.

Administrative duties will also include: filling out loan closing templates, managing loan portfolio, maintaining client files with all project information from initial application to final payment, maintaining program records, and ensuring program compliance with all federal and state laws and regulations

### **DESIRABLE ABILITIES, KNOWLEDGES AND SKILLS**

Ability to recognize faulty or hazardous electrical conditions. Ability to interpret technical electrical and fire alarm codes and ordinances. Ability to enforce regulations firmly and impartially and maintain satisfactory working relationships with ordinances pertaining to electrical construction. Working knowledge of all phases of building construction and allied trades. Knowledge of approved methods of electrical inspection. Work environment is a mix of office setting and home inspections.

Position may perform related work duties as required and assigned.

### **MINIMUM QUALIFICATIONS**

#### **Electrical Inspection:**

- Must be available for emergency calls such as fires, water emergencies, vehicles into building calls, etc.;
- Must be able to perform Minimum Housing inspections at the direction of the Building Official;
- Requires both a RI Master Electrician License as well as a RI Journeyman's License;
- Must have a current RI State Electrical Inspector's' certification or the ability to obtain such within six months of employment;
- Requires knowledge of the online ViewPoint permitting system or the ability to be trained;
- Upon appointment, this person should have considerable knowledge of the tools, methods, practices and techniques of the electrical trade.

#### **Housing Rehabilitation Specialist:**

- Must be well versed in all aspects and phases of minor to substantial residential renovation;
- Working knowledge of Microsoft Office Products (word and Excel)
- Good written and verbal communication skills a must;
- Good customer service skills/experience;

Apply online at:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101_000001&type=JS&lang=en_US)

***Application must be submitted no later than July 28, 2021, by 4:00 p.m.***

At the City of East Providence we celebrate diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**