

POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Electrical Inspector
DEPARTMENT: Building
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT II (Professional, Administrative, Technological)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

DUTIES:

- Inspects temperature meters and fire alarms
- Assists electrical contractors with code compliance
- Inspects hotels, motels, rest homes, and hospitals for code compliance annually.
Inspects City demolition projects, ensuring code compliance. Reviews plans, ensuring code compliance.
- Conducts rough and final electrical inspections.
- Completes and maintains inspection records and monitors progress
- Process electrical permits
- Monitors rehabilitation projects and prepares write-ups.
- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- Completed Journeyman Electrician Apprenticeship and minimum of 5 years' experience
- Must be 21 years of age
- Possess a valid driver's license and demonstrated safe driving record
- Ability to meet all hiring requirements including passing a drug test
- Ability to research, comprehend, and implement National Electrical Code Series and National Fire Protection rules and regulations.
- Ability to use and read different kinds of electrical testing equipment.
- Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written forms.
- Ability to apply knowledge of people/locations, plan/layout work assignments and read/interpret detailed blueprints/maps.