

## FIELD INSPECTOR POSITION DESCRIPTION

Position Title: Building/Electrical/HVAC Inspector  
Division: Building  
Supervisor: Associate Director, Building

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Purpose of Position: The Building/Electrical/HVAC Field Inspector performs multi-trade field inspections throughout Owensboro & Daviess County each day.

Hours: Office time 8:00 to 8:45am & 3:45 to 4:30 pm, M - F  
Field inspections, 8:45 to 3:45, M - F, 1 hour for lunch and two 15 minute breaks per day.

Salary: Starting mid to high \$30s, with \$1,500 raise after each Building Certification is achieved. Up to 3 total.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Inspect residential and commercial building for compliance with all Electrical, Building and HVAC codes;
- Read blueprint and plan specifications to ensure compliance during the inspection process;
- Interpret product listings and installation requirements;
- Enter inspection results into a computer database while on the job site and track inspections;
- Operate a motor vehicle, use hands to move/lift up to 30 pounds, sit, stand, walk, crouch, kneel, and work in outside weather.

Minimum Training and Experience:

- Must pass Electrical Inspector Exam prior to hiring. We will provide information for test scheduling.
- Must obtain Certification from the Commonwealth of Kentucky as a residential/commercial electrical inspector within 90 days of hire.
- Valid driver's license.
- Excellent communication, customer service and time management skills.

Benefits:

- Participation in the County Employee Retirement System.
- Paid Health Insurance for Employee only.
- 1 vacation day and 1 sick day per month accumulated monthly.
- 10 paid holidays per year.
- \$13/month paid toward your personal cell phone.
- Company Vehicle and Gas Card. (not a take home vehicle)

**Contact the OMPC with inquiries.**

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Applications are available online at <http://www.iompc.org/wp-content/uploads/2014/05/f031-Application-for-Employment.pdf>. Submit completed applications to Director Brian Howard of the OMPC.