

Dear Electrical Professional

The City of Rochester Hills Building Department has two openings for the part-time position of Electrical Plan Reviewer/Inspector. The duties of this position include commercial and residential plan review and inspections to verify compliance to applicable electrical codes and ordinances. Experience is required in both commercial and residential construction. We have two positions available; one is a regular part-time position preferably three days a week; the other is an on-call position. You need to have two years experience as a licensed journeyman or master electrician in order to become a registered inspector and plan reviewer with the State of Michigan. We have attached the job description for your review.

The City of Rochester Hills is a thriving community of 75,000 located in northeast Oakland County. We have 14 members on our Building Department Team who are responsible for working with our customers to ensure safety in all building within the City. The Building Department team has developed a plan to provide a clear direction and guide for how we operate. Please visit the Building Department website at www.rochesterhills.org to see our Building Department Plan.

If you want to be part of a professional team, where members are respected, treated fairly, listened to, and involved, I invite you to apply online by going to www.rochesterhills.org.

Thank you for your time and consideration.

Sincerely

Scott A. Cope C.B.O.
Director of Building/Ordinance/Facilities



City of Rochester Hills Human Resources Department

Electrical Inspector/Plan Reviewer—Part-Time/Temporary

Rate of Pay: \$35.654 per hour (no benefits)

General Summary

Works on an as-needed basis, up to 40 hours per week; ensures compliance with all electrical codes, ordinances, and regulations.

Typical Duties

- Performs on-site inspections and reviews plans for compliance with electrical codes, ordinances, and regulations.
- Provides technical assistance and interprets codes, ordinances, and regulations.
- Maintains and updates records of inspections and plan reviews.
- Addresses public inquiries.

Minimum Qualifications

- High School Diploma or GED Equivalent
- Two years of directly related experience
- Michigan Act 54 registration as an Electrical Inspector and Plan Examiner.
- Valid Driver's License with acceptable driving record.

Examination Information

Oral Evaluation of Qualifications: To evaluate technical knowledge, decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

Note: The above examination information may be modified for this or future postings.

Physical Demands

The work requires non-strenuous physical exertion such as periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing, or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility, dexterity, and full range of motion.

It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.

Application Process

Submit a **City of Rochester Hills Employment Application** to Human Resources, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills MI 48309, or fax to: 248-656-4739. Applications are available on-line at www.rochesterhills.org or in Human Resources. A resume alone is not considered an application for employment, but may be provided with a City Employment Application. Phone: 248-656-4708.

Posted:

Applications will be accepted for periodic review and consideration until position is filled.

Due to security risks, the City will only accept DOCX and PDF file formats.

Equal Opportunity Employer