

NOTICE TO LOCAL #1310 EMPLOYEES
SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, vacancies are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **ELECTRICAL INSPECTOR**, Department of Administration, Office of Code Enforcement and Prevention will be accepted in the Bureau of Human Resources from April 2, 2009 through April 8, 2009. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2009 salary range for this position is \$44,487.00 to \$52,338.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.

2. **HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

3. **DUTIES:**
 - a. Receive applications required by the City's building regulations.
 - b. Issue permits and furnish certificates.
 - c. Examine all applications for any type of electrical wiring, apparatus, or equipment for light, heat, or power within the limits of the City of Wilkes-Barre.
 - d. Inspect work related to building permits assigned by the Building Code Official.
 - e. Enforce all rules and regulations of the City's Code and Uniform Construction Code.
 - f. Exercise general supervision over all electrical construction.
 - g. Make investigations, when requested, in connection with matters referred to in the City's regulations and when requested, render written reports relative to same.
 - h. Examine and approve all plans and specifications.
 - i. Issue notices or orders relative to illegal or unsafe conditions in order to secure the necessary safeguards during construction or to require adequate exit facilities in existing buildings and structures.

- j. Bring to the attention of the State Building Authorities any conditions as may be within their jurisdiction.
- k. Maintain documentation of all applications and permits issued, of certificates issued, of inspections made, or reports rendered, and of notices or orders issued relative to new construction or additions, repairs and renovations.
- l. Perform limited building inspection duties as assigned.
- m. Work in conjunction with other City Departments and Offices in enforcement actions and inspections.
- n. Travel within the City of Wilkes-Barre.
- o. Assist other Code Enforcement Officers as assigned.
- p. Maintain confidentiality of all materials/information.
- q. Perform all other related duties as assigned.

4. QUALIFICATIONS:

- a. Master Electrician registered in any first, second or third class city.
- b. Must hold licenses in the applicable modules of the UCC commercial inspection certifications. If not currently certified, must obtain certification prior to employment.
- c. Five (5) years experience as a Master Electrician; or
- d. An Associates Degree in Electrical Engineering with a minimum of four (4) years experience in electrical work; or
- e. A Bachelors Degree in Electrical Engineering; or
- f. Ten (10) years experience in a supervisory position in the electrical trade.
- g. Ability to learn the City Code of Ordinances and to correctly apply them in actual field situations.
- h. Ability to organize and communicate ideas clearly and concisely in oral and written form.
- i. Ability to maintain effective working relationships with both employees and the general public.
- j. Ability to travel to various locations to perform inspections.
- k. Possess a valid Pennsylvania motor vehicles operator's license.
- l. Ability to work with minimal supervision.
- m. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires standing, climbing, walking, bending, stooping and working from a reclined/elevated position up to eighty (80%) percent of the time.
- b. Position requires exposure to the adverse weather conditions, disagreeable odors and fumes, and properties which are not fit for human habitation.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. The successful applicant shall not have any interest whatever, directly or indirectly, in the sale or manufacture of any material, process or device entering into or used in connection with any type of electrical wiring, apparatus, or equipment for light, heat or power within the City of Wilkes-Barre.
- c. The successful applicant must obtain all necessary UCC certifications prior to the job offer being affirmed.



Christine M. Jensen, SPHR
Director of Human Resources
April 1, 2009

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1310
MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE
AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.**

**THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION
EMPLOYER.**