



CITY OF POCA TELLO CLASSIFICATION SPECIFICATION

Electrical Inspector

Department: Building
Date Established: 5/2014

Reports to: Building Official
Date Revised: 12/2017

Pay Grade: H11
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Electrical Inspector performs skilled inspections of residential and commercial construction, including mobile homes to verify that electrical wiring, systems and equipment are installed in compliance with safety requirements and the National Electrical Code, local ordinances, and approved plans. The job works independently in the field and must deal constructively with conflict and communicate effectively with people who may be angry, frustrated or confused. The Electrical Inspector is responsible for making decisions requiring technical discretion, sound judgment and familiarity with enforcement of a variety of electrical installation and repair problems.

The job requires an Electrical Journeyman certification, and Electrical Inspector certifications. The job needs knowledge of construction and electrical codes to interpret the regulations into practical application. The job requires explanation of the relevant code and regulatory requirements to builders, developers, home owners and the general public to describe what is needed/required in situations with deficiencies in safe electrical systems. The job involves keeping accurate and detailed notes and records for each construction site.

The work environment includes an office environment, outdoor weather conditions, extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. The job works at heights, confined spaces and is exposed to mechanical, electrical hazards. The job necessitates working around construction sites at all stages of completion which may involve falling hazards, open excavation and temporary safety installations. The job requires driving a vehicle.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Inspects new and existing electrical wiring and electrical installations in buildings and structures of any size or height to determine that installations conform to approved plans and applicable national electrical codes. Verifies that electrical equipment has the appropriate labeling and listings for the application. Performs on-site review of electrical plans and diagrams. Performs limited erosion and sediment control inspections.

Writes correction notices and requires corrections of deficiencies discovered in electrical wiring and installations. Monitors inspection area for work being performed without permits or proper occupancy approval and for dangerous conditions. Issues notices of violation, including stop work orders, citations and civil penalties where unsafe or illegal conditions exist. Performs "aging" inspections of permitted work to verify work progress on projects with little documented activity.

Coordinates the termination of power due to serious code and life-safety violations with the local utilities and the Building Official. Verifies the proper licensing of electrical contractors and journey-level workers. Responds to complaints from tenants about possible substandard housing conditions due to electrical code violations.

Advises electrical contractors and homeowners on various installation problems as they relate to the electrical code. Provides information on electrical code and other related regulatory requirements.

Coordinates activities with other department and inspection staff by recording inspection results in database. Works with other inspectors to coordinate inspection coverage of the City and to ensure that electrical work

is inspected and approved prior to the issuance of a certificate of occupancy, certificate of completion or other final approval.

Demonstrates continuous effort to improve operations, decrease turnaround times, stream line work processes, and work cooperatively and jointly to provide quality seamless customer service.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- National and local electrical codes and applications;
- Methods and practices involved in constructing, installing, maintaining and operating a variety of residential, commercial and industrial electrical installations and appliances;
- Effective interpersonal communication skills;
- General customer service techniques;
- City construction licensing requirements and processes;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Detect and locate defective electrical wiring in construction, and to ascertain the state of construction and installation when defects are most easily found and remedied and recommend solutions;
- Read, understand and apply construction and wiring blueprints, specifications, drawings and diagrams; check and calibrate electrical test instruments;
- Deal constructively with conflict and communicate effectively with people who are angry, frustrated or confused; exercise technical judgment based on trade and technical experience;
- Work independently and complete assignments in a timely fashion;
- Prioritize work and maintain an efficient daily inspection route;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees and the general public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;
- Licensed Electrical Journeyman;
- Certified Electrical Inspector*;
- Four (4) years' experience as a licensed electrical journeyman.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this job the employee is frequently lifting/carrying up to 10 lbs, occasionally lifting/carrying up to 35 lbs. The employee is frequently pushing/pulling up to 10 lbs, occasionally pushing/pulling up to 35 lbs. The noise level is occasionally moderate but includes an environment of building construction and is occasionally very loud. Work includes sensory ability to talk, hear, touch and

feel. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; ability to maneuver uneven terrain; climb ladders and walk on framed structures; and crawl in confined spaces. Position requires hand/finger dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Electrical Inspector position requires the incumbent to be a Certified Electrical Inspector within twelve (12) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.