

ELECTRICAL INSPECTOR

DEFINITION

Under general supervision, performs plan check, inspection and testing of new and existing electrical wiring, control device and equipment installations in residential, business, public and other buildings throughout the City, to ensure compliance with municipal, state and national electrical codes.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Examines the electrical and building plans for industrial, commercial and residential buildings and performs field inspections of the work represented by the plans to determine compliance with applicable codes relating to existing and proposed electrical wiring installations. Makes judgments as to the acceptability of the electrical work; provides professional advice and technical assistance to architects, engineers, contractors, installers, builders, homeowners, city staff and the general public as to the application and interpretation of various electrical regulations. Responds to citizen complaints, prepares criminal complaint files. May appear in administrative hearings and in court as an expert witness. Prepares correction notices, reports, public handouts and correspondence and keeps records on projects as required. Actively participates in Total Quality Service processes. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey level classification, which requires a full knowledge and understanding of the application of laws, rules, ordinances and Code provisions pertaining to electrical systems. Employees in this class are responsible for the protection of public health and safety by inspecting for the proper and safe installation of electrical wiring, control devices and electrical equipment within the City.

This class is distinguished from the next higher class of Senior Electrical Inspector in that the Senior inspects the most complex projects, mediates disputes between Inspectors and customers, exercises full supervision over Inspectors and other assigned staff, and is responsible for the work of the section.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years experience as a journeyman level electrician, electrical contractor, lead person or superintendent; or two years of electrical inspection experience for a public agency; or any equivalent combination of training and experience, which provides the knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current laws, ordinances, rules and regulations pertaining to electrical installations; electrical materials and current methods of electrical construction; principles and techniques of inspection work; electrical theory and principles of electrical engineering.

Ability to: read and interpret electrical plans and specifications; understand electrical computations; perform effective electrical inspections; recognize electrical constructions that do not conform to code standards and acceptable installation practices; organize and present thoughts and ideas effectively in written and oral form; establish and maintain effective relationships with architects, contractors, owners, fellow employees and the general public in a culturally diverse community.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License. ICBO/ICC certification as an Electrical Inspector is required prior to completion of the probationary work test period and is a condition of continued employment.

SPECIAL WORKING CONDITIONS

Requires the ability to perform office work and construction inspection involving exertion of a moderate amount of physical effort to stand, sit, walk on even/uneven surfaces, ascend and descend ladders/scaffolding, bend, reach, kneel and lift ladders or other objects weighing up to 50 lbs. Willingness and ability to work irregular hours including weekends and evenings, and in inclement weather, as needed.

DESIRABLE CHARACTERISTICS

Successful performers are courteous and professional when dealing with others. Well-organized and levelheaded, these individuals exercise sound judgment when evaluating and responding to both routine and crisis situations. Successful performers are self-starters, who are motivated to stay current in all Code requirements, practice good time management, are accurate record keepers, and effectively use their interpersonal skills to assist internal and external customers courteously and tactfully. They are contributing members of the Planning and Building Agency team, using Total Quality Service processes; they accept supervision when warranted, and are willing to assume responsibility and work independently within established guidelines.

Class title established per Council Resolution No. 58-281,
effective 11-1-58

Revised: 05/06

Reviewed: 01/04

ADA approved: 01/04