

SENIOR ELECTRICAL INSPECTORDEFINITION

Under direction, organizes, supervises and assists with all required electrical inspections of new and existing electrical installations in residential, business, public and other buildings throughout the city, to ensure compliance with municipal, state and national electrical codes; establishes performance standards and supervises subordinate staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns, schedules, trains, supervises, and evaluates staff involved in electrical inspection. Reviews plans and performs on-site inspections especially those of the more difficult or complex projects. Reviews and evaluates operating procedures of the section and recommends changes to increase productivity and efficiency. Organizes and conducts training to ensure uniform and proper application of regulations; advises and assists subordinates with complex code problems. Explains code provisions, both orally and in writing, to property owners, managers, tenants, developers, contractors, architects, engineers and other interested parties. Mediates and arbitrates disputes between customers and inspectors in order to resolve conflicts; responds to citizen complaints both orally and in writing. Coordinates inspection activities with City, County and State agencies. Keeps records and prepares reports on workload, performance and productivity indicators. Prepares criminal complaint files; provides pertinent case information to City Attorney to prosecute code violations; may appear in administrative hearings and in court as an expert witness. Conducts special surveys and investigations; prepares comprehensive detailed technical reports with recommendations. Actively participates in and helps implement Total Quality Services processes. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The Senior Electrical Inspector is an advanced journeyman level, first line supervisory class in one of four specialized inspector series in the Building Safety Division. This class is distinguished from the next lower journey level class of Electrical Inspector in that while both classes review plans and perform a wide variety of field inspections, the Senior performs the duties of a full supervisor, including training, performance appraisal, and discipline. The Senior also provides assistance with the more complex inspections, mediates disputes between customers and inspectors, and writes technical reports and correspondence, often of a sensitive confidential nature.

The Senior Electrical Inspector is distinguished from the next higher class of Supervisor of Inspections in that while the Senior is responsible for the work of the electrical inspections unit, the Supervisor of Inspections is responsible for performance of all inspections in the New Construction Section.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of experience at a journeyman level, lead or superintendent in electrical installation or inspection activities; or three years of inspection experience for a public agency; or any equivalent combination of experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough 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.

Knowledge of: supervisory principles and practices; electrical theory and principles of electrical engineering.

Ability to: Organize, schedule, coordinate, supervise and evaluate the work of assigned staff; assist in the development of improved work methods and procedures; interpret complex electrical plans and specifications; interpret electrical codes and regulations and related laws; prepare and present effective oral and written reports; compose correspondence independently; establish and maintain effective working relationships with staff, city officials, property owners, developers and the general public in a culturally diverse community.

Special Requirements

Possession and retention of a valid California Class C Driver's License. Possession and retention of current ICBO/ICC certification as an Electrical Inspector is a condition of 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

The successful performer is an effective motivator and leader who encourages development of subordinates and a team approach to problem resolution. This individual is innovative, logical and dedicated to providing high quality service.

Class title established per Council Resolution No. 63-145,
effective 9-1-63

Revised: 05/06

Reviewed: 01/04

ADA Approved: 01/04