

Title: Electrical Inspector
PG: 51
Status: Civil Service
Position Reports to: Deputy Building Official
Department: Community Development/Building Inspection

Class Code: 7013
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional technical work requiring skilled techniques to administer the applicable City, State and National codes and regulations governing the installation and operation of electrical systems and allied equipment. Work involves responsibility for inspecting a variety of electrical installations to determine whether plans, workmanship and materials conform with legally established requirements. Employees of this class work independently on field inspections and must make decisions exercising technical judgment. Work is performed with considerable latitude for independent action within established codes, regulations, and technical guidelines and is reviewed by administrative superiors through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Inspects residential, commercial and industrial electrical installations and equipment to assure conformance with approved plans and municipal electrical codes, regulations and ordinances.
2. Determines safety of installation, adequacy of capacity, durability of materials, and compliance with code requirements.
3. Checks work in progress and upon completion to assure compliance with approved plans, codes, regulations, and ordinances.
4. Interprets codes and regulations and discusses with engineers, architects, contractors, builders, and other concerned parties.
5. Provides advice as necessary to help individuals bring work into compliance with the code.
6. Checks electrical installation plans and specifications for compliance with municipal electrical codes, regulations and ordinances.
7. Calculates fees and approves issuance of electrical permits.
8. Investigates reports of hazardous electrical conditions, complaints and violations; determines if a violation or hazard does exist and enforces correction of defects.
9. Checks to assure that work is performed only by those qualified and/or licensed.

ADDITIONAL RESPONSIBILITIES:

1. Prepares and maintains necessary records and reports.
2. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of methods, practices and materials used in performing electrical installations.
2. Considerable knowledge of electrical installation codes, regulations and ordinances.
3. Working knowledge of the methods and tools utilized in electrical inspections.
4. Ability to read, interpret and work from construction plans, blueprints, and schematics.
5. Ability to enforce codes, regulations and ordinances with firmness, impartiality and tact.
6. Ability to follow oral and written instructions and to prepare and submit clear and concise reports.
7. Ability to establish and maintain effective working relationships with employees, contractors, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis. It is necessary to climb ladders/scaffolding, etc and crawl under buildings. The job risks routine exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by completion of a formal academic or in-service training program in the field of electrical engineering, electrical construction and inspection of electrical installations.
2. A minimum of ten (10) years experience in the electrical trade, two (2) years of which must have been as a master electrician.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess, or acquire within twelve (12) months of the date of employment, a Master Electrician Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Electrical Contractor's Licensing Board as an Electrical Contractor.
2. Must possess at time of employment a "Standard" Class Electrical Inspector's Certificate issued by the Florida building Code Administrators and Inspectors Board, or qualify to obtain a "Provisional" Class Electrical Inspectors Certificate from the above Board and obtain a "Standard" Class Certificate within Twelve (12) months of the date of employment.
3. Possession of a valid state of Florida driver's license at the time of appointment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.