

## **ELECTRICAL INSPECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for enforcing all provisions of the New York State Uniform Fire Prevention and Building Code and any other applicable laws, codes or policies pertaining to electrical installation applicable to the municipality. This position is responsible for reviewing and approving all plans and specifications submitted with applications for local building permits as pertaining to electrical installations. The position is also responsible for inspecting and re-inspecting all electrical installations, both residential and commercial, and approving or disapproving the same. Work is performed under the direction of the Building Inspector or other administrative staff. Supervision may be exercised over technical and clerical support staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Inspects electrical wiring, fixtures, devices, appliances, equipment and installations to determine compliance with NYS Uniform Fire Prevention and Building Code, all related laws, codes or policies and generally accepted standards;
2. Reviews contract plans and specifications submitted and approves or disapproves for electrical installations in relation to building permit;
3. Issues electrical permits;
4. Investigates and reports on complaints and recommends remedial action;
5. Inspects to determine that proper materials are used and that all electrical installations are properly connected;
6. Explains provisions of all applicable codes and regulations as related to electrical requirements to engineers, architects, contractors and members of the public;
7. Condemns jobs not in accordance with law, codes, regulations and safety standards;
8. Serves court appearance tickets and assists in prosecuting violations of all applicable codes, ordinances, rules and regulations;
9. Prepares and submits written reports as directed by supervisor;
10. Maintains files and office records and serves as advisor to other Buildings Department staff on all electrical matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of methods, equipment and materials used in electrical installations in order to conduct inspections to ensure work and materials meet standards and recognize inadequate work and materials;

Knowledge of NYS Uniform Fire Prevention and Building Code and other applicable codes, particularly as pertaining to electrical installations, in order to advise other professionals on interpretations of codes and recommend how electrical installations must be done to meet code requirements;

**ELECTRICAL INSPECTOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (Cont'd)

Knowledge of NYS Uniform Fire Prevention and Building Code and other applicable codes, in more general sense as related to building and plumbing, in order to review plans and inspect buildings for electrical installation requirements in relation to building and plumbing requirements;

Knowledge of electrical inspection requirements and techniques in order to conduct inspections in field, recognize immediate and potential hazards and make decisions to take immediate action when necessary;

Knowledge of plans and blueprints for residential and commercial establishments in order to read and interpret the same in regards to electrical installation requirements;

Knowledge of English composition, grammar and usage in order to write correspondence and reports concerning inspection activities, explaining code interpretations and explaining and justifying decisions which may lead to litigation;

Knowledge of the principles of engineering and architecture in order to discuss and relate electrical requirements to engineering and architectural requirements;

Ability to deal effectively and forcefully with professional building and trades staff and public when doing inspections, explaining violations and remedies and when having to issue violations;

Ability to learn and utilize computerized and/or manual record keeping system to track permit applications and other activities related to buildings department;

Personal characteristics necessary to perform the duties of the position.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five years of full-time paid work experience in electrical installations and repairs, which must have included experience in residential, commercial and industrial installation and repair.

NOTE: Post high school vocational training in electrical technology or a closely related area may be substituted for up to a maximum of two years of the required work experience on a pro-rated basis.

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