



JOB DESCRIPTION

Electrical Inspector

Date Prepared: DRAFT

Class Code: 7225

SUMMARY: Under basic supervision, enforces the National Electric and City of Vernon codes related to the installation of electrical equipment in new and existing buildings; examines, reviews, and performs complex plan check review and inspections of buildings to ensure compliance with code regulations, local ordinances, and state and federal laws.

DISTINGUISHING CHARACTERISTICS: The Electrical Inspector is the journey level classification within the Electrical Inspector series, responsible for performing complex work assigned to the series. Positions at this level possess a specialized knowledge, are assigned tasks up to the journey level, and require the acquisition of Electrical certification.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Reviews construction plans and documents for residential, industrial, and commercial buildings and systems for code compliance to electrical requirements.
- Reviews plans and construction work for proper installation methods and use of compliant materials.
- Inspects work during various phases of construction for compliance; orders corrective action as necessary; prepares reports of inspections and completed work; approves compliant work.
- Investigates code violations; posts "stop work" orders; prepares reports of findings.
- Assist in the coordination of inspection activities with other City departments.
- Performs occupancy, zoning, land use and code enforcement inspections; issues compliance orders and/or citations; prepares case logs; serves as a witness regarding appeals to enforcement cases.
- Assists the public at the permit counter; provides general information; advises and interprets codes to the general public, contractors, engineers, architects and others as required; calculates fees and issues permits.
- Coordinates construction progress with other City departments, divisions and/or external agencies.
- Assists in arranging, initiating, coordinating, and overseeing special inspections and checks test results for conformance to specification requirements.
- Performs calculations to assure proper sizing of systems. Reviews and examines materials delivered to job sites to ensure compliance with specifications and submittals.
- Assists in the preparation of new regulations; recommends revisions of existing regulations.
- Maintains inspection records and documentation on an automated data base.
- Maintains public records for public examination.
- Attends various seminars and training courses for professional development.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate Degree in Construction Management or a closely related field preferred; AND two years of electrical inspection and plan check experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Methods, techniques and materials used in electrical construction of residential, industrial and commercial structures.
- California Electrical Code.
- California Energy Code.
- CalGreen Building Code
- Plan reading for residential and commercial electrical systems.
- General provisions of housing, building, and electrical codes and ordinances.
- Methods of investigation used in code enforcement.
- Modern developments, current literature and information sources regarding construction and design.
- Customer service standards and protocols.

Skill in:

- Reading and interpreting complex building and electrical plans.
- Reading and interpreting blueprints and specifications.
- Reviewing Energy calculations.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Coordination with utilities.
- Maintenance of all public records for public examination.
- Maintenance of inspection records and documentation on an automated data base.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, property owners, business owners, building tenants, contractors, external public and private organizations and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License and certification from the International Code Council as an Electrical Inspector and Electrical Code Plans Examiner is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders, work within confined spaces and/or trenches.