

## GENERAL DESCRIPTION OF CLASS

The ELECTRICAL INSPECTOR inspects electrical installations for compliance with safety standards, investigates safety issues, enforces regulations, stops operations of unsafe installations, and provides technical information to owners, contractors, and installers.

## DISTINGUISHING FEATURES

This position is a single classification and not currently part of a series.

## DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

### 1. Inspection

Inspects new and existing electrical installations, systems, and equipment in residential, commercial, and industrial settings for compliance with applicable codes, laws, rules, and regulations safeguarding persons and property from hazards of electricity for light, heat, power, radio, signaling, and for other purposes. Also examines electrical equipment for suitability, strength, and durability. Some positions may perform mobile home installation inspections.

Approves or rejects electrical installations, plans, drawings, and designs for proposed installations or alterations to verify compliance with applicable codes, laws, rules, and regulations.

Reinspects installations after corrections have been made.

Documents inspections in daily activity logs.

Consults with agency code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances.

### 2. Enforcement

Analyzes information obtained from inspections and compares with applicable codes, laws, rules, and regulations to ensure that all safety requirements have been met.

Completes and signs inspection reports approving electrical work. Communicates minor or non-life threatening violations by posting a red tag to specify the violation which needs correction. Communicates major or life threatening violations by issuing a stop work order. Appears as court witness when necessary.

Drives through assigned geographical area to verify that installation activity is properly authorized by the applicable laws, rules, codes, and regulations, and that tradespersons are properly licensed.

### **3. Investigations**

Investigates violations, injurious accidents, and complaints reported by industry people or the public to determine whether regulations and statutes have been violated; accumulates evidence pertaining to investigations for use at hearings.

### **4. Education and Information**

Answers general inquiries from the public and contractors on the requirements of the electrical safety codes, laws, rules, and regulations.

Reviews and applies changes in laws and codes to inspections and investigations.

Gives technical training relevant to electrical codes, laws, rules, and regulations to inspectors, contractors, and installers.

Participates in conferences and training sessions to learn new rules and changes in code.

### **RELATIONSHIPS WITH OTHERS**

Employees in this class communicate several times per day with home and property owners, operators, repair firms, manufacturers, and contractors by telephone and in person to schedule and conduct inspections, provide code and regulation information, receive and resolve complaints, and make recommendations.

Employees in the class have occasional telephone contact with agency code experts to obtain direction on unusual circumstances and interpretation of vague areas of the code language.

### **SUPERVISION RECEIVED**

Work performed by employees in this class is governed by National Electrical Code, and State laws, statutes, rules, and codes.

Employees in the class receive work assignments and general direction through periodic contact by telephone and in person with the lead worker or supervisor. Work is reviewed by the lead worker or supervisor by reading daily reports, compliance reports, reviewing permit and license activity, occasional observations, occasional communication with the industry being served, and by spot-checking inspections for accuracy. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

### **GENERAL INFORMATION**

Employees in this class walk through, climb over, and crawl under structures while making inspections. There is daily travel by motor vehicle to inspection sites within assigned geographical areas.

**KNOWLEDGE AND SKILLS (KS)**

Extensive knowledge of theory and practices of electrical technology.  
General knowledge of codes and regulations governing the electrical industry.

- Skill in applying electrical codes and regulations to specific situations.
- Skill in recognizing noncompliance and procedural irregularities.
- Skill in interpreting plans, diagrams, and specifications regarding electrical discipline.
- Skill in communicating and explaining electrical codes and regulations verbally and in writing.
- Skill in writing technical narrative reports.
- Skill in calculating and determining electrical load.
- Skill in consolidating notes and observations into final reports.
- Skill in organizing, prioritizing, and scheduling inspections.
- Skill in recognizing electrical, mechanical, and other safety hazards.
- Skill in working with people to gain their cooperation.
- Skill in calculating available fault currents.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 11/92

Revised