

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Electrical Inspector</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CB07</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

To make on-site inspections of commercial and residential structures and interpret electrical plans to determine compliance with City ordinances and regulations governing the installation and use of electrical systems and equipment.

SUPERVISION:

Under general supervision of the Code Administrator

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Makes field inspections of new and existing structures to check on the installation, usage, and/or removal of electrical systems, equipment, and wiring.
2. Inspects for proper standards of materials and workmanship and checks for compliance with the City electrical code.
3. Investigates electrical complaints and reports code violations to the property owner or person responsible for the installation.
4. Interprets electrical plans for compliance with applicable codes.
5. Issues notices and citations for violations.
6. Communicates courteously with the public and effectively explains regulations and guidelines.
7. Reads, understands, and interprets applicable ordinances, ICC Codes, construction plans, blueprints, and schematic drawings.
8. Studies, learns, and applies electrical systems trends.
9. Completes and maintains records and reports of inspections which may include data entry, typing, and filing.
10. Travels to on-site inspection sites throughout the City.
11. Represents the Department of Building Development Services as a professional witness in court and other hearings as required by the department director.
12. Coordinates the release of electrical meters with City Utilities.

IMPORTANT FUNCTIONS:

1. Assists in the review and issuance of electrical permits.
2. Provides information to citizens regarding electrical systems and codes.
3. Works cooperatively with various departments and other outside agencies as needed to complete the inspection process.
4. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

The National Electrical Code; electrical inspection techniques; basic math as it applies to electrical inspection.

Abilities

Learn, read, understand, interpret and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully; review and interpret construction documents as necessary; prepare and maintain required records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, development community, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering, Architecture, or a related discipline plus either two years of experience as a certified electrical inspector or electrical plan reviewer; or two years of experience designing or drafting electrical systems for buildings. Directly related work experience in electrical trade, inspection or plan review work may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

For inspection purposes performs bending, squatting, kneeling, standing, crawling, twisting, walking, and reaching overhead and to ground level; holds and grips objects; climbs ladders and stairs; and distinguishes colors; may stand and/or walk for long periods of time.

Working Environment

Both indoor and outdoor working environment and therefore susceptible to a variety of extreme weather conditions including temperature swings; subject to mechanical, electrical, and other safety hazards associated with inspecting electrical systems; exposed to cramped spaces, poor lighting, and poor ventilation during inspections.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must possess or be able to obtain within probationary period ICC Electrical Inspector certification. Certification as a Master Electrician is desirable.

Miscellaneous Requirements

Must be able to provide own means of transportation to and from inspection sites during assigned working hours; if operating personal vehicle for the purpose of completing job duties, must possess appropriate insurance (mileage reimbursement is provided).

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: January 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____