

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>ELECTRICAL INSPECTOR</b>
<b>Job Valuation Number</b>	<b>2055</b>
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Class</b>	<b>Level 8</b>
<b>Effective Date</b>	<b>March 2021</b>

### General Statement of Duties

Performs skilled inspections for compliance with the National Electrical Code, municipal ordinances, and regulations governing new or existing electrical installations; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to inspect electrical installations for the City of Caldwell. The work is performed under the general direction and supervision of the building official; however, leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all city employees and the public. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and working in cramped spaces, although some work is accomplished in a general office environment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPOSIBILITIES

- Inspects electrical installations and reviews plans for code compliance with National Electrical Code;
- Inspects residential and commercial buildings for defective electrical;
- Posts corrections on electrical code violations at installation sites;
- Checks electrical permits to assure that installed fixtures coincide with those on permit;
- Inspects electric signs for compliance to code and listings;
- Orders illegal electrical activity stopped until appropriate issues are resolved;
- Investigates complaints and recommends corrections;
- Inspects completed installations for workmanship and use of proper materials;

- Confers with supervisor on difficult enforcement problems;
- Answers questions and furnishes the public with information regarding electrical issues;
- Performs all work tasks and activities in accordance with city policies, procedures, and safety practices;
- Responds to questions and provides explanations to contractors, property owners, and the general public on code compliance and permit issues;
- Maintains records of electrical permit activity and inspections and related activities;
- Keeps immediate supervisor and others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas as requested by supervisor;
- Respects the opinions of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed;
- Assists building department staff as needed.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of the methods and practices involved in performing electrical inspections;
- Comprehensive knowledge of electrical practices and requirements for commercial, industrial and residential installations;
- Ability to interpret the National Electrical Code and related ordinances;
- Ability to detect defects in electrical systems and to recommend their correction;
- Ability to read and interpret plans and specifications accurately and compare them with construction in progress;
- Ability to plan, organize and manage electrical inspections and related projects;
- Ability to observe and document requirement violations;
- Ability to communicate effectively and establish and maintain effective working relationships with property owners, attorneys, contractors, developers, consultants, permit applicants, and the public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain exceptional customer service to the general public and city employees;

- Ability to work effectively and harmoniously in a team environment;
- Ability to prepare accurate and reliable reports containing regulation and ordinance interpretations, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to be tactful and diplomatic in high stress situations;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks, i.e. Accela Automation, Outlook, Word, and Excel;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Must be detailed oriented and possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with city policies, procedures, and safety practices;
- Possess integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or GED, supplemented by specialized education in Electrical Inspection Technology; and
- Considerable experience in electrical inspection program administration; or
- Any equivalent combination of education, experience, and training which provides the skills, knowledge, and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a current and valid driver’s license.
- Possession of a Journeyman Electrical License for four (4) years.
- Possession or ability to obtain the ICC Certification as an Electrical Inspector within one (1) year of employment.
- Subject to a background check.

**Physical Demands**

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 30% of the time (2.5+ hours/day)  
**F (Frequently)** Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)  
**C (Constantly)** Position requires this activity more than 60% of the time (Over 5.5 hours/day)

**Physical Demands**

**Lift/Carry**

**Hazards/Potential Exposure**

<u>F</u>	Stand	<u>O</u>	10 lbs or less	<u>O</u>	Toxins/caustics/chemicals
<u>F</u>	Walk	<u>O</u>	11 – 20 lbs	<u>O</u>	Extreme conditions
<u>O</u>	Sit	<u>O</u>	21 – 50 lbs	<u>F</u>	Dust
<u>F</u>	Manual Manipulation	<u>O</u>	51 – 100 lbs	<u>F</u>	Moving mechanical parts
<u>F</u>	Grasp	<u>N</u>	Over 100 lbs	<u>F</u>	Potential electrical shock
<u>F</u>	Reach Outward			<u>O</u>	High pitched noises
<u>F</u>	Reach Above Shoulder	<b>Push/Pull</b>		<u>O</u>	Blood-borne pathogens
<u>F</u>	Speak	<u>O</u>	12 lbs or less	<u>O</u>	Gaseous risk/fumes
<u>F</u>	Climb	<u>O</u>	13 – 25 lbs	<u>F</u>	Construction zone hazards
<u>F</u>	Crawl	<u>O</u>	26 – 40 lbs	<u>O</u>	Communicable disease
<u>F</u>	Squat or Kneel	<u>O</u>	41 – 100 lbs	<u>O</u>	Hot liquids/fire
<u>F</u>	Bend	<u>N</u>	Over 100 lbs	<u>F</u>	Height & confined spaces

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe construction practices and a wide variety of written and electronic materials and information;
- Sufficient memory retention and concentration, with or without reasonable accommodation, which permits the employee to multi-task and focus on details;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and handle construction tools used in the building construction trade;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move freely at construction sites and conduct on-site inspections of construction activities, including climbing ladders, working in small confined spaces and maneuvering in trenches and rough terrain.

Approved By: \_\_\_\_\_  
Public Works Director

Date: \_\_\_\_\_