



## **CHIEF ELECTRICAL INSPECTOR**

**Occupational Code:** 2122

**Salary Range:** 32A

**Status:** Classified

**FLSA:** Exempt

**Established:** 11/72

**Revised:** 12/88 5/98

### **NATURE OF WORK:**

Supervisory inspectional and enforcement work in securing and maintaining compliance with laws and regulations relative to the installation and operation of electrical systems and equipment.

Work involves responsibility for supervising the enforcement program assuring that legally established requirements for plans, workmanship and materials are met with regard to electrical work throughout the City. An employee of this class directs the electrical inspection program and supervises and participates in the examination of plans and field inspections. Work includes responsibility for interpretation of and making recommendations for changes in legal provisions governing electrical installations. Supervision is exercised over Electrical Inspectors I and II. General direction is provided by a superior, who confers with the employee on more difficult or unusual problems.

**ESSENTIAL FUNCTIONS:** (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises and assists in the enforcement of provisions of the electrical ordinance which requires that only approved materials be sold and offered for sale within the City.

Outlines plans and procedures for the conduct of inspectional activities affecting installations, materials and appliances on a wide basis. Consults with Electrical Inspectors regarding interpretations of the electrical ordinance and the application of the ordinance and of recognized safety standards in particular cases, especially those involving other than routine problems.

Studies electrical ordinances of other cities and new developments in electrical appliances and installations, with view to determining the adequacy of local ordinances. Prepares drafts of ordinance revisions affecting electrical appliances and installations; attends conferences about such matters.

Gives final review and approval to plans and specifications for electrical installations.

Supervises the collection of fees imposed on electrical installations by City ordinances.

Secures warrants for the arrest of violators of the City electrical ordinance and assists in their prosecution.

Participates in the work of the City electrical examining board to insure maintenance of qualifications among electrical contractors and master and journeyman electricians.

Has a role in the administration of collective bargaining agreements, Civil Service Rules and departmental policies and procedures.

Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of possible defects and flaws in electrical wiring and appliances and of effective corrective measures.

Thorough knowledge of the methods, materials and techniques involved in constructing, installing, maintaining and operating a variety of electrical systems, equipment and appliances, and of standard testing devices.

Thorough knowledge of all laws and regulations governing electrical installations.

Considerable knowledge of the history of electrical developments, general practices, materials and techniques in the Miami area.

Some knowledge of the principles and practices of office management.

Some knowledge of Civil Service Rules and collective bargaining agreements and their application.

Ability to read plans and specifications and to determine their compliance with established standards.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees, contractors, building owners, draftsmen, and the general public.

**REQUIREMENTS:**

Graduation from high school or vocational school, and thorough (4 – 7 years) experience at the level of standards required by the South Florida Building Code is necessary.

OR

Equivalent combination of training and experience.

**TOOLS AND EQUIPMENT:**

Personal computer, including word processing and permitting software; calculator; pencil; ruler; drills; hand tools; copy machine; phone; two-way radio.

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is constantly required to lift up to 14 lbs.; very frequently required to sit, stand, talk, hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is occasionally required to climb stairs, reach above and below shoulders; work outside, high temperatures; walk and bend.

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Occasionally required to work at considerable heights and at night.