



ELECTRICAL INSPECTOR II

Occupational Code: 2121

Salary Range: 29A

Status: Classified

FLSA: Exempt

Established: 07/78

Revised: 12/88 06/96

NATURE OF WORK:

This is highly skilled inspections and enforcement work to ensure compliance with the South Florida Building Codes and other applicable codes and regulations as it relates to installation, operations and maintenance of electrical systems and equipment.

Work involves inspecting a variety of electrical blueprints and installations to determine whether plans specifications workmanship, and materials conform to legally established requirements, duties require not only that the employee handle the public in the office and make field inspections, but also that the employee perform special inspection assignments of a more technical nature and may serve as an expert witness for fire and arson investigations and may supervise the work of field inspection activities. An employee in this position usually works independently on field inspections and routine office duties, consulting with a technical supervisor on the more difficult or unusual matters. Duties require that part of the employee's time be spent reviewing electrical plans (**residential only**). This position is supervised by the Section Chief or his designee through periodic conferences.

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.)

Inspects residential, commercial and industrial electrical installations and equipment in new and old buildings for compliance with provisions of the South Florida Building Code. Issues notices to person involved where electrical installations are found to be defective; makes recommendation on correct methods of installations.

Reviews and checks blueprints, plans and sketches prior to issuance of building permits of proposed electrical installations, (**residential only**).

Conducts investigations on premises where fires have occurred to determine if the cause was due to faulty electrical wiring, investigates substandard electrical installations as requested and prepares reports of findings.

Conducts inspections of the more complex jobs; investigates complaints and recommends resolution of problem.

Checks electrical installation plans and specifications for compliance with the electrical code. Confers with electrical contractors concerning electrical installations and correction of work done. Consults with superiors relative to procedures to be followed in cases that are not clearly covered by the electrical code. Confers with owners or with their agents concerning electrical installations where alterations are contemplated or are in progress.

Prepares monthly reports for the section, as requested.

Performs joint inspections, Certificate of Use inspections and follows up on complaints.

May have a role in the administration of collective bargaining agreements and exercises judgment and discretion in their applications to bargaining unit employees.

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.)

Considerable knowledge of the South Florida Building Code and all other applicable codes, standards and regulations pertaining to electrical systems, examining work, and fire safety.

Considerable knowledge of general construction methods and procedures, as they pertain to electrical systems and equipment, their installation, operation and maintenance and of standard testing devices.

Ability to read, interpret and evaluate electrical specifications against code requirements, rapidly and thoroughly against under workload deadline conditions.

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

Ability to prepare and maintain complete and accurate records and to make effective reports concerning work performed.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

REQUIREMENTS:

Must meet the requirements as stipulated under the South Florida Building Code and the Florida Statutes, if applicable, as Electrical Plans Examiner (residential) and two (2) years as an Electrical Inspector I with a performance evaluation rating of 3.3 or greater for the two previous years. A valid Florida Driver's License.

Note: Special requirements or exceptions may be necessary depending upon needs of the City, however, they must be in accordance with the requirements of the South Florida Building Code and Florida Statutes.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and permitting software; calculator; meters; 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 both in an office and outdoors. Frequent outdoor work is required in the inspection of various land use developments, construction sites, fire and arson investigations 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 very frequently exposed to electrical hazards and 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 do light lifting (up to 14 lbs), climb stairs, reach above and below shoulders; work outside, high temperatures; walk and bend and work at considerable heights.

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.