



## **ELECTRICAL INSPECTOR III**

**Occupational Code:** 2123

**Salary Range:** 30A

**Status:** Classified

**FLSA:** Exempt

**Established:** 06/96

**Revised:**

### **NATURE OF WORK:**

This is highly skilled inspections and enforcement work in the examination, review, analysis, approval and/or disapproval of plans 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.

An employee in the classification shall perform evaluation work involving the application of skilled technical knowledge and judgment in examining plans, blueprints and other specifications for conformity to legally established requirements within the mechanical discipline. An employee in this classification works primarily in an office reviewing a variety of blueprints, specifications plans and permit applications, interacting directly with the public. An employee in this classification is required to conduct field inspections and serve as an expert witness for fire and arson investigations, as needed. Responsible for functioning as the Chief Inspector during his/her absences, as assigned by the Department Director or designee. Supervision may be exercised over lower level technical or clerical positions. This position is supervised by the Section Chief or higher level Administrator.

**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.)

Examines plans, blueprints, tracings, sketches and specifications prior to issuance of permits; or checks proposed installations to determine conformity.

Examines wiring diagrams, plans and specifications to determine conformity to established safety factors, code and ordinance requirements.

Approves and/or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

Assists and advises builders in designing or relocating electrical installations in existing buildings or in proposed new construction.

Interprets codes and ordinance requirements and assists other inspectors in preparing and presenting cases in court.

During the absences of the Chief Inspector or as assigned, functions in an acting capacity.

Supervises and coordinates the routine field activities of subordinates inspectors and general office supervision. Prepares monthly section reports as requested.

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

Enforces FEMA guidelines.

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

Discusses with prospective builders/owners their knowledge of electrical wiring and installation procedures and methods to determine their ability to proceed with electrical installations.

**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, electrical plans examining work, and fire safety.

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

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

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

**REQUIREMENTS:**

Must meet the requirements for an Electrical Plans Examiner as stipulated under the South Florida Building Codes and the Florida Statutes, if applicable, and some (6 months – 2 years) supervisory experience. 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 requirement 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 mostly in office settings. Some 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.