

CHIEF ELECTRICAL INSPECTOR

NATURE OF WORK

This is responsible supervisory and highly skilled technical inspections work in the enforcement of the municipal and county codes, regulations and ordinances governing new and existing electrical systems and installations.

Work involves responsibility for planning, organizing and supervising an inspections program involving the enforcement of codes and regulations governing the construction, maintenance and repair of electrical systems, installations and appliances. Work involves supervising and participating in the activities of field inspectors assigned to the unit, however, an employee of this class is primarily concerned with training, supervising and coordinating the work of a staff of subordinate inspectors. Work is performed independently, but is reviewed by an administrative or a technical superior for program effectiveness and conformance with established policies through revision and review of records, reports and regulations.

EXAMPLES OF WORK PERFORMED

Plans, schedules, supervises and reviews the work of field inspectors engaged in enforcing compliance with codes and ordinances governing the installation, maintenance and repair of electrical systems, installations and appliances; provides technical assistance to subordinate inspectors as needed in difficult and unusual cases; supervises and makes special inspections; investigates and gathers evidence of violations; makes periodic inspections to see that work is being carried out properly by subordinate Inspectors; inspects electrical work reported to be hazardous or dangerous; represents the City at court hearings.

Supervises the issuance of electrical permits; assigns daily work orders for subordinate inspectors; prepares an annual sectional budget request to administrative superior for review and use in divisional budget planning; submits an annual report to administrative superior detailing the operations under his/her jurisdiction.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets electrical codes and standards.

Serves as permanent Secretary of the Electrical Advisory, Appeals and Examining Board; keeps records of all meetings and registrations issued; holds examinations for the various registration classifications.

Examines plans and specifications of electrical systems and installations to determine their compliance with appropriate codes and ordinances.

Appears before appropriate boards and committees, concerned with electrical codes and standards, upon request and authorization of an administrative superior.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices involved in the construction, installation, repair and maintenance of a variety of electrical systems, installations, equipment and appliances.

Thorough knowledge of the codes, regulations and ordinances governing building construction in the City of Lincoln and Lancaster County, Nebraska.

Considerable knowledge of the legal procedures related to the enforcement of municipal codes and ordinances.

Ability to plan, organize and direct the work subordinate inspectors engaged in enforcing electrical codes and ordinances.

Ability to detect and locate defective electrical wiring in construction and to ascertain the stage of construction or installation when defects are most easily found and remedied.

Ability to read and interpret wiring diagrams and specifications for electrical installations and systems, and to recognize deviations from such plans in the construction or installation process.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to present ideas effectively both orally and in writing, and to speak before audiences.

Ability to explain, interpret and enforce electrical codes and regulations with firmness, tact and impartiality.

Ability to schedule, record and perform daily operations on a computer system.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and considerable experience in the electrical construction trade at the journey, supervisory or contractor level; plus considerable experience as an Electrical Inspector or Electrical Trades Inspector.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and considerable experience in the electrical construction trade at the journey, supervisory or contractor level; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be registered as a Master Electrician with the City of Lincoln, Nebraska.

Possession of a valid, nationally recognized Electrical Inspectors Certification prior to completion of the probationary period.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

11/12

PS3216