

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CHIEF ELECTRICAL INSPECTOR (Job code: 150).

GENERAL STATEMENT OF JOB

Under general direction is responsible for supervising and performing inspections of a wide variety of electrical installations and alterations for compliance with the National Electric Code and Florida Building code. Position performs responsible technical enforcement work in the inspection of new and existing electrical installations and systems to determine and secure compliance with applicable codes. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with Building Department regulations and established technical standards. Positions analyzes current and proposed plans and specifications for the purpose of ensuring compliance. Supervision is received from the Director of the Building Department/Building Official.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises the work of subordinate electrical inspection personnel.

Inspects new and existing wiring and electrical installation in residence, business, commercial and other buildings for conformance with safety and other requirements of the electrical code.

Examines plans and specifications for new electrical systems and remodeling plans and

installations in residential, commercial and industrial buildings for compliance with safety and other requirements of the electrical code and the issuance of permit.

Investigates complaints of defective electrical installations which are reported as fire and other hazards, notifies responsible persons of defects, and issues oral and written instruction for correction.

Performs second inspections and reports violations, and assists in representing the City at court hearings.

Advises electricians', builders, owners, contractors and architects on the application of the code, and interprets and reviews codes, standards and departmental regulations, recommending changes when needed.

Prepares daily and monthly reports of inspections performed covering conditions found, action taken, and recommendations made for further action, as well as names of owners, builders and addresses of inspection.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with certification as a Chief Electrical Inspector or Electrical Plans Examiner by the county's Board of Rules and Appeals, supplemented by minimum eight (8) years of electrical work experience, three (3) of which shall be acquired at the Electrical Inspector level, or an equivalent combination of education, training, and experience that supplies the necessary knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (20-50 pounds)

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles or influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and for processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the materials, methods and practices involved in constructing, installing and operating a variety of electrical installations, equipment and appliances.

Knowledge of possible defects and faults in electrical wiring and appliances, of standard testing devices and of effective corrective measures.

Skilled in the operation of volt meter, amp meter, and other related electrical inspection equipment.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

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

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

Ability to enforce codes and regulations firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public.

Ability to supervise subordinate personnel.

Ability to analyze, organize and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date