

MEDINA COUNTY COMMISSIONERS



Job Description Electrical Inspector Building Department

SUMMARY

The Electrical Inspector works under the direct supervision of the Chief Electrical Inspector. Inspects electrical installations to ensure that the work is performed in compliance with approved plans, construction code and related requirements. Responsibilities include the inspection of new and existing electrical systems and equipment to ensure compliance with local, state, and national codes for materials, workmanship and safety factors. Compliance is ordered when violations are discovered. Employees work independently in the field and are responsible for making decisions requiring technical discretion, sound judgment and familiarity with a variety of electrical installation and repair problems. Work is performed under general supervision and is subject to review by the Electrical Inspections Supervisor.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Inspects new and existing wiring and electrical installations in buildings and structures of any size or height such as office buildings, manufacturing plants, health care facilities, retail stores and schools to determine that installations conform with approved plans and/or applicable electrical codes and ordinances; Inspects residential buildings buildings to determine that electrical systems comply with approved plans and/or applicable electrical codes and ordinances; Requires corrections to be made when deficiencies are discovered and assists builders and owners in determining how such corrections may be made to achieve code conformance; Gives information on electrical code and other related regulatory requirements; Monitors an assigned area for construction being performed without a permit or dangerous conditions and issues notices of violation where unsafe or illegal conditions exist then conducts follow-up inspections; Advises contractors and others on various installations problems as they relate to the construction code; Investigates alleged violations of construction code and related ordinances; **Time spent: 90%**
- II. Provides technical information to Chief Building Official regarding requests for variances from the Construction Code; Acts for supervisor when assigned; Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination. Performs related duties as assigned. **Time spent: 5%**
- III. Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination. Performs related duties as assigned. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

None

Class #: 24131C Class Title: Electrical Inspector Position Control #: XXXXX.0 Normal working Hrs: 7 a.m. to 3:30 p.m.
County of Employment: Medina Working Title: Electrical Inspector Pos # & Title of Supervisor: Chief Electrical Inspector #: 24135C

| | KNOWLEDGE ▲ SKILLS ▲ ABILITIES | PRINCIPLE DUTIES |
|------------|--|--|
| Knowledge: | <ul style="list-style-type: none"> (1) Materials & methods used in electrical wiring & equipment installations. (2) Fundamental principles of electricity. (3) Stages of construction when possible violations & defects may most easily be observed & corrected.. (4) The National Electrical Code & associated rules, regulations, ordinances, & standards. (5) Mathematical principles required to perform related technical calculations. (6) County organization, procedures, practices, & standards.* (7) Departmental, procedures & practices, & standards.* | <ul style="list-style-type: none"> Determine code compliance. Answer code questions. Issue correction notices & stop work orders. Approve & issue building permits. Issues notices for violation compliance. |
| Skills: | <ul style="list-style-type: none"> (8) Applying electrical codes & regulations to specific situations. (9) Recognizing noncompliance & procedural irregularities. (10) Communicating & explaining electrical codes & regulations verbally & in writing. (11) Writing technical narrative reports. (12) Recognizing electrical, mechanical, & other safety hazards. (13) Calculating & determining electrical load. (14) Calculating available fault currents. (15) Consolidate notes & observations into final reports (16) Read, understand, interpret & apply statutes, rules, ordinances, codes & regulations. (17) Read & understand drawings, diagrams & specifications for commercial & industrial construction projects. (18) Plan, prioritize & schedule multiple tasks, projects & demands. (19) Work within deadlines. (20) Assess, analyze, & recommend solutions. (21) Operate computers & systems. (22) Use graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids. | <ul style="list-style-type: none"> Receive permit applications. Explain & interpret building requirements and restrictions. Maintain files & reports regarding inspection & plan activities & findings. Express professional opinions, based on knowledge & experience. Provide excellent customer service. Interpret & apply pertinent Federal, State & local laws, codes & regulations. Establish & maintain effective working relations with co-workers, other County employees, general contractors & public. |
| Ability: | <ul style="list-style-type: none"> (23) Detect possible defects & faults in electrical systems & recommend or stipulate appropriate remedial measures. (24) Maintain accurate records. (25) Perceive the full range of the color spectrum, such as when inspecting electrical wires. (26) Interpret & apply pertinent federal, state & local laws, codes & regulations. (27) Read & interpret complex plans, specifications & electrical codes. (28) Determine construction systems conform to code. (29) Apply technical knowledge & proper inspection techniques. (30) Make mathematical computations rapidly & accurately. (31) Enforce necessary regulations with firmness & tact. (32) Understand & follow oral & written instructions. (33) Communicate clearly & concisely, both orally & in writing. (34) Establish & maintain effective working relationships. (35) Maintain physical condition appropriate to the performance of assigned duties & responsibilities. (36) Prepare meaningful oral & written reports. (37) Operate automobile to travel to construction sites. (38) Measure distance with a tape measure. (39) Bend or stoop repeatedly or continually. (40) Travel over rough, uneven or rocky surfaces & maneuver around scaffolding, bracing, or unfinished construction elements. (41) Inspect content & quality of partially erected buildings, structures or building service equipment. | <ul style="list-style-type: none"> Inspect buildings to ensure compliance with applicable codes, ordinances & regulations. Approve & issue permits. Initiate & coordinate internal processing of permit applications. Investigate citizen complaints. Confer with architects, contractors, builders & the general public. Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees & public. Possess & use analytical skills when researching code questions. Stay abreast of new trends & innovations in the field of inspections. |

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) High school diploma or GED.
- 2) Four (4) years experience as a journey level electrician in new or remodeling work on commercial and residential electrical installations
- 3) Certification as a State of Ohio Electrical Inspector.
- 4) Other combinations of experience and education that meet the minimum requirements may be substituted.
- 5) Valid Ohio Driver's License and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Bend or stoop repeatedly or continually.
- Specific vision abilities required for close vision and ability to adjust focus.
- Travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Ascend and descend ladders or unfinished stairs without handrails and work at heights greater than 10 feet.
- Work safely without presenting a direct threat to self or others.
- Inspect dark or unlit construction using a flashlight.
- Lift arm above shoulder level while measuring or performing inspections.
- Physically capable of operating County vehicles on County business vehicles safely

Appointing Authority: _____

Date: _____

Department Director: _____

Date: _____

Human Resources: _____

Date: _____