

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 4, 2005

ELECTRICAL INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important inspection work involving responsibility for the enforcement of laws relating to electrical work. The incumbent inspects electrical work for compliance with the National Electric Code, the New York State Building Code and state and local laws. Errors in inspections may endanger the health of the community. Work is performed in compliance with general guidelines and policies provided by the Building Inspector. The details of the work are independently planned and carried to completion in accordance with local and state code requirements. The work is checked by the review of inspections reports and supervised by the Building Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Inspects wiring, cables, conduits, outlets, switches, junction boxes, fittings, switchboards, panel boards, transformer vaults, etc. for compliance with national, state and local requirements;
2. Responds to and investigates complaints and requests for information by mail and/or telephone;
3. Reviews electrical wiring plans of architects and contractors to ensure that they adhere to state and town laws;
4. Secures information relative to plans for public assembly and the storage of combustibles and/or explosives;
5. Issues permits and certificates of final approval;
6. Prepares and maintains inspection and various reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of approved methods, equipment, and materials used in electrical installation; good knowledge of national, state and local laws, ordinances and codes governing electrical installations; ability to establish and maintain cooperative relationships with public officials, contractors, and with the general public; ability to read and interpret plans and specifications; firmness with courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; **and**

Five (5) years of experience as a journeyman electrician; **or**

Eight (8) years of field experience installing wiring in accordance with the National Electrical Code.

SPECIAL REQUIREMENT:

1. It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week 36 months
Employee working 10-20 hours per week 24 months
Employee working over 20 hours per week 18 months

(MSD-CL-13-84)

2. Possession of a New York State motor vehicle license.
3. Candidate must obtain a license to engage in the business of installing, servicing, or maintaining security or fire alarm systems by New York State within six (6) months of permanent appointment.