

CITY OF SIMI VALLEY

ELECTRICAL INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs electrical inspections and plans examining work to enforce compliance with electrical codes, regulations and ordinances; assists supervisory staff with the code adoption process; and answers public questions regarding all electrical codes and questions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable electrical codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable electrical codes and ordinances.
4. Inspect electrical installations and a large variety of other complex and routine building electrical system elements.
5. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
6. Assist supervisor with code adoption process as to the recent changes in the national electrical code, state energy code, or local condition adjustments.
7. Investigate complaints and make inspections of existing buildings to determine if hazardous or illegal conditions exist.
8. Assist the public at the front counter; issue permits and accept plans.
9. Inspect temporary electrical systems at special events.
10. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret electrical code requirements and restrictions.
11. Provide training to Building Inspectors regarding new electrical codes, products or procedures as necessary.
12. Maintain files and reports regarding inspection and plan check activities and findings.
13. Attend and participate in meetings; stay abreast of new trends and innovations in the electrical trades.

14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing and mechanical codes.
Codes and ordinances related to disabled and public access.
Complex principles and techniques of electrical inspection and plans examining work.
Principles of electronics and electrical theory.
Tools and equipment used in the inspection of electrical and electronic systems.
Electrical testing equipment procedures.
Occupational hazards and standard safety precautions.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial and residential buildings.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to City code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from electrical plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by training in the electrical trades and/or code enforcement.

Experience:

Three years of increasingly responsible electrical inspection experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an electrical inspector certificate within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Office, construction site, and field environment; travel from site to site; exposure to noise, dust and electrical energy.

Physical: Sufficient physical ability to sit, stand, walk, climb, and kneel for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates

Revised: July 2016