

ELECTRICAL INSPECTOR

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) consecutive years of master level experience as an electrician, including five (5) years of experience as an electrical inspector for an electrical inspection agency or institution inspecting residential, commercial and/or industrial electrical work.

SPECIAL QUALIFICATIONS:

1. Applicants must hold or be able to obtain within 12 months of appointment, certification from the International Association of Electrical Inspectors as Electrical Inspector for one and two family dwellings and Inspector for general construction. Certifications must be maintained for the duration of employment.
2. Applicants must possess a valid NYS Class D driver license at the time of appointment and must maintain said license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Electrical Inspector is responsible for ensuring that electrical work is properly repaired, altered and installed in buildings and dwellings according to the performance standards of the New York State Uniform Fire Prevention and Building Code. The incumbent inspects buildings, structures, dwellings and other housing facilities, and reviews plans and specifications for new and altered buildings and residences to ensure safe electrical practices and compliance with applicable codes. The incumbent also examines existing electrical service systems for defective parts or installations. The work is performed under the general supervision of the Code Enforcement Officer with considerable latitude given for independent judgment and responsibility. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews applications for repairs, alterations and additions to the existing electrical wiring and electrical systems in any building and any electrical wiring and systems for new construction;
- Inspects and approves all rough wiring installations before concealment of such wiring in accordance with performance specifications set forth in the New York State Uniform Fire Prevention and Building Code;
- Conducts final electrical inspections and fixture count on all electrical work requiring a permit;
- Conducts electrical surveys on existing buildings at the request of the Code Enforcement Office and cites electrical defects to be removed;
- Keeps written record of all electrical inspections and noted violations;
- Orders the discontinuance of electrical service to such wiring, devices and materials found to be defectively installed or damaged or deteriorated to the degree that it threatens life or property;
- Explains the requirements of the National Electric Code, New York State Uniform Fire Prevention and Building Code, and New York State Multiple Residence Law, as they pertain to electrical requirements and compliance to contractors and building owners;
- Collects all fees for electrical inspection services;
- Prepares inspection reports, documents violations, maintains records, and follows up on violations to assure correction by property owners; The Electrical Inspector is responsible for ensuring that electrical work is properly repaired, altered and installed in buildings and dwellings according to the performance standards of the New York State Uniform Fire Prevention and Building Code. The incumbent inspects buildings, structures, dwellings and other housing facilities, and

reviews plans and specifications for new and altered buildings and residences to ensure safe electrical practices and compliance with applicable codes. The incumbent also examines existing electrical service systems for defective parts or installations. The work is performed under the general supervision of the Code Enforcement Officer with considerable latitude given for independent judgment and responsibility. The incumbent will perform all related work as required.

- Corresponds with property owners regarding electrical violations and time permitted for correcting deficient conditions;
- Investigates complaints and when necessary assists in prosecuting building owners for electrical violations under the responsibility of the Code Enforcement Officer;
- Certifies that electrical work is in compliance with all applicable laws and regulations;
- May be required to testify in court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current practices, principles, materials and tools used in residential and commercial electrical construction work;
- Thorough knowledge of the requirements of the National Electric Code, New York State Uniform Fire Prevention and Building Code, and New York State Multiple Residence law, as they pertain to electrical requirements under the responsibility of the Code Enforcement Officer;
- Good knowledge of the building construction trades;
- Working knowledge of mathematics as it relates to the duties of this position;
- Ability to work independently in the field and to establish and maintain cooperative relationships with others;
- Ability to understand, interpret and apply written regulations;
- Ability to communicate effectively, both orally and in writing;
- Ability to properly assess dangerous conditions and to respond appropriately;
- Ability to be firm but courteous and tactful;
- Ability to successfully work with and serve a diverse local community;
- Initiative, dependability, thoroughness, tact, good powers of observation and sound judgment required;
- The employee's physical condition shall be commensurate with the demands of the position