

REGIONAL BUILDING DEPARTMENT
Electrical Inspector
Job Description

Job Title: Electrical Inspector	Department: 9804 ELEC Inspections
Reports To: Chief Electrical Inspector	Classification: Non-Exempt
Pay Scale: \$27.08 - \$28.08 D.O.E.	Job Type: Full Time
BENEFITS: Medical, dental, vision, paid vacation, retirement plan.	

Position Summary:

Electrical Inspectors visit new and existing building sites to determine compliance of newly installed electrical systems with applicable codes and standards. Electrical Inspectors inspect the installation of electrical systems. This includes but is not limited to service equipment, feeders and sub panels, and branch wiring to electrical and mechanical appliances and utilization equipment. Prepares written reports and maintains records of work performed. Work is performed under general direction of the Chief Electrical Inspector.

Supervision of Others: None

Core Values:

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly. Listens to others.
- Creates satisfied customers by providing exceptional customer service. Takes initiative and acts in a responsible manner. Shows flexibility within established parameters.

Essential Job Functions:

- Provide assistance and verifies alternate methods of construction to meet the intent of each related code.
- Provide assistance to architects, engineers, and contractors concerning electrical issues and designs.
- Review assigned construction plans and engineering calculations for electrical systems to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each related item.
- Knowledgeable with relevant building and energy codes and how they apply to electrical installations. Provide interpretation and recommendations to ensure compliance with the intent of each code.
- Interpret and apply various utility standards and regulations as well as the RBC.
- Document results of inspections.
- Effectively communicate findings to homeowners and contractors.
- Coordinate with and assist other field inspectors. Picks up extra inspections as needed.
- Explain and clarify code related problems with contractor field personnel.
- Communicate and uphold standards consistently.
- Conduct building damage assessment inspections.
- Invest time in continued education.

Qualifications:

Must possess and maintain a valid Colorado Driver's License. Must possess and maintain a Colorado State Journeyman Electrician's license or Colorado State Master Electrician's license. Must obtain ICC Electrical Inspector Certifications within 6 months of hire. Must be computer literate in order to retrieve,

update and keep accurate details concerning construction projects, and inspection results. Must have considerable knowledge of the principles, practices, materials, and tools of the electrical construction trade. Must have some knowledge of applicable ordinances and codes. Must be able to use laptop computer to enter and update information as well as look up code and standards related to electrical inspections. Must possess the ability to read plans, blueprints, engineering reports and specifications, and to interpret and work from them. Must exhibit good social skills and be able to deal with the public. Need to be able to communicate effectively both verbally and in writing.

Education and Experience:

Must have a minimum of High School diploma or equivalent and five years of experience in the electrical construction trades or equivalent combination of education and experience. Prefer progressively responsible experience in all aspects of the electrical industry. Must have experience in dealing with the public and the ability to maintain temperament during difficult situations.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit or smell. Must be able to drive. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Considerable time is spent in the field inspecting construction work sites, although some time is spent in the office. Inspection sites can be dirty, cluttered with tools, materials or debris. Inspectors may have to climb ladders or many flights of stairs, or crawl around in tight spaces. Inspectors must adhere to safety requirements at constructions sites such as wearing hard hats and eye protection.

This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

Equal Employment Opportunity/Affirmative Action Statement:

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against any employee or applicant because of race, color, creed, national origin, ancestry, sex, age, religion, disability, sexual orientation, genetic information, marital status, or retaliation for engaging in protected activity.

Americans with Disabilities Act Compliance:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.

Employee Signature

Review Date

Employee Print Name