

CLASS TITLE: SENIOR ELECTRICAL INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled lead inspector duties in performance of inspections and investigations securing compliance with the City's electrical codes and ordinances along with other related assigned duties.

ESSENTIAL TASKS:

- Performs advanced level electrical code related inspections and investigations of new construction, alteration, replacement and repair of residential and commercial buildings along with associated data
- Schedules daily work load for electrical inspections and monitors case investigations
- Assists training of staff in inspection code specialties
- Serves as lead inspector and advises inspectors in performance of job duties
- Provides professional communication to assist attorneys, contractors, developers, property managers, realtors and other construction industry members in understanding code issues or interpretations
- Writes official notices and fine-bearing citations for electrical ordinance, code and safety hazard violations
- Maintains records, documentation and other related work using a wireless tablet computer
- Confers with engineers, architects, contractors, owners, workers and others pertaining to residential and commercial electrical regulations
- Operates a City vehicle
- Represents the City in court as an expert witness and during prosecution of code violators
- Serves as a lead member of post disaster response personnel with TAEMA
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Bachelor's degree in construction technology, public/business administration or a related field and shall have at least three (3) years experience as a state licensed unlimited electrical inspector; six (6) years continued practical progressive experience in residential or commercial construction work, including three (3) years as a superintendent, foreman or contractor; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one (1) step pay increase following the completion of a certification examination pre-approved by the department and two (2) years of employment in the position. Failure to maintain a certification will result in the employee's pay being reduced by the amount of the pay increase received for that certification. Employee will be eligible for an additional one (1) step pay increase following the completion of a certification examination pre-approved by the department and four (4) years of employment in the position. Failure to maintain a certification will result in the employee's pay being reduced by the amount of the pay increase received for that certification (employees who have previously progressed to a Senior Inspector will not be eligible for either increase listed above).

Knowledge, Abilities and Skills: Considerable knowledge of materials, methods and techniques used in residential and commercial construction; considerable knowledge of possible defects and faults in residential and commercial construction and effective corrective measures; and considerable knowledge of federal, state and local electrical codes and regulations pertaining to residential and commercial construction. Advanced proficiency in at least one (1) related area of expertise: fire protection systems, zoning ordinances, existing building code, legal aspects of code administration, special use and occupancy, plans examination, fire-resistance rated construction, accessibility, special inspections, floodplain development regulations or planned unit development site inspections. Ability to read and interpret plans, specifications and blueprints quickly and accurately to compare with construction in process; ability to enforce regulations with firmness, tact and impartiality; and the ability to understand

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and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone, computer, smart phone and/or other mobile device(s); occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and national certification required as a residential and commercial electrical inspector or equivalent certification and one (1) additional certification as approved by department from the list of approved ICC certifications; and licensed by the state as an unlimited electrical inspector for a minimum of three (3) years.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

Class Code: 3566

EEO Code: N-02

Pay Code: AT-36

Group: Engineering, Planning and Technical

Series: Inspection

Effective Date: January 25, 2017