



## **Electrical Inspector 3**

**Category:** Classified  
**Pay Grade:** C26  
**Job Code:** 12130

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs advanced technical and supervisory work examining electrical installation plans and specifications; performs field inspections to determine compliance with County Electrical Codes; oversees the review of plans prior to the issuance of an electrical permit for both commercial and residential establishments including the field inspection thereof; discusses with contractors, builders, and owners the approval or disapproval of submitted plans for conformity with design and safety aspect requirements of the electrical code; provides technical advice and assistance to Electrical Inspectors 1 and Electrical Inspectors 2 regarding unusual or difficult problems encountered.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, directs, and reviews the work of subordinate inspectors; provides assistance and advice on difficult and unusual situations when necessary;
- Reviews and processes plans and specifications submitted for electrical permits, checking for compliance with existing codes and standards;
- Provides onsite electrical inspections as necessary;
- Attends pre-construction meetings with engineers, architects, contractors, and owners;
- Advises the applicant in preparing or modifying plans or specifications as required;
- Furnishes technical advice and information to field and office personnel within the limits of authority assigned by the Chief Electrical Inspector or his superior;
- Plans, coordinates, and conducts training courses for field inspectors when so directed;
- Assists in the preparation for prosecution of code violators and represents the County at court hearings;
- Prepares and maintains technical records and reports and performs other clerical and administrative work;
- Acts in lieu of Chief Electrical Inspector when required in routing and scheduling field inspection work and other assigned duties;
- Performs as Division Supervisor;
- May perform data entry and retrieval functions in researching violations and scheduling inspections;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Must possess valid certification as an Electrical Inspector as recognized by the State of Florida (Certificate) and six (6) years of experience as a trades foreman, contractor, or at a similar supervisory level, or four (4) years as an electrical inspector; or a certification and an Associate's degree in an engineering, planning, construction, or related field, or completion of a two-year vocational or technical diploma or certification in a related field and four (4) years as an electrical inspector; or a certification and a Bachelor's degree in electrical engineering, construction, or related field and two (2) years as an electrical inspector; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must obtain a Florida Plans Examiner Certificate within two (2) years of employment and maintain the related continuing education as required by Florida.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of the methods and practices involved in constructing, installing, and operating a variety of electrical installations, equipment, and appliances, and of standard electrical testing devices;
- Knowledge of possible defects and faults in electrical wiring and appliances and of corrective measures;
- Knowledge of the materials and methods used in electrical installations and of the stages of construction when possible defects and violations may most easily be observed and corrected;
- Knowledge of the codes and regulations governing electrical work and building construction in the County;
- Skill in enforcing code regulations with tact and uniformity;
- Ability to plan, assign, supervise, and review the work of staff engaged in inspecting electrical installations and equipment;
- Ability to read and interpret construction and electrical diagrams, plans, and blueprints and to recognize deviations from such plans in the construction and installation process;
- Ability to apply computer applications and software;
- Ability to plan, assign, supervise, and review the work of a staff engaged in inspecting building and electrical installations and equipment;
- Ability to secure a Master Electrician's Certificate of Competency;
- Ability to complete the continuing education required by the state.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.