

CITY OF FRANKLIN
Job Description

Job Title: Chief Electrical Inspector

Department: Inspection Services

Reports To: Director of Inspection Services

Salary Level: Salary Range 8

FLSA Status: Non-Exempt

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Approved By: **Common Council**

Approved Date: **6/4/2019**

Summary:

Perform a variety of routine and complex technical work in building inspection work, to ensure that the Uniform Electrical and other related codes and standards are met.

Essential Duties and Responsibilities:

Researching problems and complaints regarding commercial and residential buildings, building construction and electrical code compliance.

Attend preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

Make regularly scheduled inspections for electrical installations in new and existing residential and commercial buildings.

Check electrical plans and layout for residential and commercial building for conformance to codes, ordinance, and statutes.

Review and approve electrical applications, issue permits, and make inspections.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with State of Wisconsin and Municipal Codes.

Act as witness in court cases to obtain compliance with Municipal Codes.

Make recommendations to keep codes current.

Make annual tavern and restaurant inspections of electrical, prior to licenses being issued.

Maintain all electrical permits, licenses and inspection records.

Subject to approval by the Director of Inspection Services, will be responsible to render final determination on all matters related to local administration of the Electrical code.

Gives guidance to other inspectors in regards to electrical issues in which they may have questions.

Other duties as assigned by the Director of Inspection Services.

Peripheral Duties:

Assist in administering the permit function and fee assessment.

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent + required trade school to obtain electrical license, three (3) years of experience in general construction of electrical systems, or any equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of Electrical Codes and related general construction codes.

Thorough knowledge of commercial and residential electrical systems.

Some knowledge of plumbing, carpentry work, concrete work, or mechanical systems.

Skill in the operation of the listed tools and equipment.

Ability to effectively inspect electrical systems.

Ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public.

Ability to read and understand complicated electrical plans and blueprints.

Ability to effectively communicate in writing and verbally.

Ability to make independent judgments which have considerable impacts on the organization.

Licensing and Regulation:

Valid driver's license.

Licensed electrician or commercial electrical inspector certification.

State of Wisconsin, Department of Safety and Professional Services (DSPS) Certification in UDC Electric and Commercial Electric or Master Electrician

Supervision Received:

Works under the general supervision of the Director of Inspection Services.

Supervision Exercised:

None.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer, including word processing and permitting software; motor vehicle; calculator; telephone; portable radio; various hand tools and electrical testing equipment.

Physical Demands:

The physical demands described here 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 functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works near moving or mechanical parts, and is frequently exposed to risks of electrical shock and outdoor weather conditions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.