

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ELECTRICAL INSPECTOR

JOB DESCRIPTION

Employees in this job perform electrical inspection activities including inspection of electrical wiring and equipment in and on public and private buildings by visual observation and by use of mechanical testing of equipment to ensure compliance with established state and federal codes and laws.

There are two classifications in this job.

Position Code Title - Electrical Inspector-E

Electrical Inspector E11

This is the experienced level. The inspector performs a full range of electrical inspection assignments and exercises considerable independent judgment in making decisions and interpreting laws, regulations, policies and procedures, and applying them to specific situations.

Position Code Title - Electrical Inspector-A

Electrical Inspector 12

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects, with visual observation and electrical testing equipment, new installations and alterations of electrical wiring and equipment in and on public and private buildings and premises.

Checks, visually and mechanically, such items as circuit loads, sizes of conductors and raceways, connections and taping, over current protection and the use of approved service-related devices, fixtures, and equipment.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Issues written notices of code violations requiring corrective action.

Inspects approved plans, specifications and permits issued for proposed work projects.

Explains, both verbally and in writing, the electrical codes to architects, engineers, owners, contractors, electricians, governmental officials and the public.

Gathers evidence on reported code violations and prepares necessary reports.

Testifies at administrative hearings and in court regarding violations of electrical codes, laws, or regulations.

Attends meetings of electrical inspectors, contractors, electricians, and other interested groups to discuss State Electrical Code requirements and the State Electrical Act.

Prepares and/or maintains reports, files, and written correspondence.

Performs related work as assigned.

Additional Job Duties

Electrical Inspector 12 (Lead Worker)

Determines work priorities, assigns work, and oversees the work of Electrical Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out electrical inspector assignments.

Electrical Inspector 12 (Senior Worker)

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations and complaints, and issues of a sensitive nature.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of state and national electrical codes and related laws and regulations.

Knowledge of the standard practices, processes, tools, equipment and materials of the electrical trade.

Knowledge of electrical inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Some knowledge of basic investigative techniques and methods.

Ability to read, interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret electrical plans and specifications.

Ability to observe critically, electrical installations or alterations, obtain accurate data and prepare reports.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Additional Knowledge, Skills, and Abilities

Electrical Inspector 12 (Lead Worker)

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work in the unit.

Ability to assign work.

Electrical Inspector 12 (Senior Worker)

Ability to perform the most complex electrical inspector assignments.

Working Conditions

Work is typically performed in houses or buildings under construction.

Exposure to heat. (e.g., a foundry), cold (e.g., a construction site in winter), noise (e.g., a stamping plant), and noxious fumes (e.g., a chemical plant).

Exposure to dust, dirt, odor and dampness.

Considerable travel by automobile may be required.

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Electrical Inspector E11

Six years of experience in the electrical trade, including two years equivalent to a journey-level electrician.

Electrical Inspector 12

Seven years of experience in the electrical trade, including two years equivalent to a journey-level electrician and one year equivalent to an Electrical Inspector E11.

Special Requirements, Licenses, and Certifications

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as an electrical inspector and plan reviewer.

Possession of a journey or master electrician's license issued by the state of Michigan or a municipality with a state approved licensing program.

Possession of a valid driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ELECTRISP

Job Code Description

ELECTRICAL INSPECTOR

Position Title

Electrical Inspector-E

Electrical Inspector-A

Position Code

ELCTISPE

ELCTISPA

Pay Schedule

A02-022

A02-024

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08/14/2016