

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ELECTRICAL INSPECTOR

DEFINITION

Performs skilled technical work in the inspection of electrical commercial and residential construction and other building projects to ensure compliance with state electrical codes; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Inspects new/existing wiring and electrical installations in residential and commercial buildings in an area of the state; ensures compliance with State Electrical Examining Board rules, regulations and adopted state electrical code.

Prepares written reports on the condition of the building inspected, recommendations made/actions taken and distributes to the affected parties; maintains records of all inspections; conducts re-inspection to verify correction of code violations.

Examines plans and specifications for new and modified electrical systems/installations for compliance with safety and other requirements of the adopted state electrical code; checks workmanship and recommends methods for improvement.

Investigates complaints of defective electrical installations and other hazards; notifies responsible persons of defects and issues instructions for correction of defects; makes re-inspections, reports violations and may testify court hearings.

Consults with/advise the electricians, builders, owners, contractors, architects, and engineers on electrical problems and the adopted state electrical code; interprets state codes, standards and departmental regulations.

COMPETENCIES REQUIRED

Knowledge of occupational hazards and safety precautions required on construction job sites.

Knowledge of legal procedures as related to the enforcement of State/National Electrical Codes.

Knowledge of local, state, and national electrical codes, rules and regulations governing building construction repair and its materials, methods and practices.

Ability to prepare and maintain clear and concise records and reports.

Ability to use hand-held and desktop personal computers and data bases. Ability to interpret and work from technical sketches, mechanical drawings and blueprints.

Ability to make routine arithmetic computations rapidly and accurately.

Ability to make sound decisions. Ability to work independently with minimal supervision.

Ability to develop and maintain effective working relationships with contractors, enforcing regulators, other City employees, and the general public.

Ability to detect and locate defective electrical installations and to enforce compliance with proper standards firmly, but tactfully.

Ability to understand and work from construction and wiring diagrams, blueprints, and drawings.

Ability to establish and maintain effective working relationships with associates, building owners, contractors, electricians, and the power company.

Ability to keep records and to prepare reports clearly and concisely; skill in the safe and efficient operation of a motor vehicle, and possession of a valid operator's license issued by the State of Iowa.

Ability to move about safely on construction sites.

Skill in the use of standard tools, equipment and testing devices used in the construction trades.

Skill in locating and correcting defects in plumbing, electrical, mechanical and building systems.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Licensed as a Class A or Class B Master or Journeyman Electrician by the State of Iowa;

OR

a minimum of two years of experience as an Electrical Inspector;

OR

minimum of four years' experience as a Combination Building Inspector (e.g., framing, plumbing, mechanical) which included conducting electrical inspections.

SPECIAL REQUIREMENT

Applicants must be able to successfully pass a thorough background investigation as a condition of accepting this position.

NOTE

Applicants must obtain one of the following types of certification within one (1) year of hiring:

Certification by the International Code Council (ICC) as both a Residential Electrical Inspector and Commercial Electrical Inspector, or Certification by the International Association of Electrical Inspectors (IAEI) as both a Certified Electrical Inspector - Residential and a Certified Electrical Inspector - Master.

Persons in this class are required to comply with all continuing education requirements established by the Electrical Licensing Board.

Effective Date: 10/08 JG