

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**ELECTRICAL INSPECTOR SUPERVISOR**

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**DEFINITION**

Supervises employees skilled in technical work involving 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**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leave of absence, grievances, work schedules and assignments and administers personnel and related procedures.

Assigns ongoing work to subordinates; explains methods and procedures giving special instructions on unusual problems and situations; spot checks work in process or upon completion; participates in on going work.

Performs analytical support program work (e.g., in accounting, budgeting, purchasing, property management, records management, resources/supplies and office management).

Explains/interprets regulations and procedures; coordinates and improvises work schedules and systems.

Respond to questions about program activities, evaluation criterion, projects/program status, coverage/limitations of services or programs, reasons for regulations and how systems function/interrelate.

Drafts recommendations for policy and procedural changes for approval by a higher authority.

Compiles statistical or narrative information for agency personnel, other state, federal, county or municipal officials, legislators, the news media, and the general public; prepares charts, and/or tables, narrative or fill-in-the-blank reports, and/or requests computer printouts.

Directs and oversees the record keeping of all receipts, shipments, transfers, shortages, and breakage of supplies, materials, and/or merchandise by having inventory control system maintained.

Plans, coordinates and directs programs, determines priorities, scheduling work projects, interprets departmental policies, rules and regulations, establishing operational policies, methods and procedures.

Oversees the inspection of 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.

Reviews/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.

Directs the investigation of 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 in court hearings.

Consults with/advises 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 the principles and practices of supervisory methods, including selection, termination, training, conducting employee performance evaluations, administering collective bargaining contracts and other functions of a supervisor.

Knowledge of agency policies and procedures relating to personnel, budget development and maintenance of resources including supplies, facilities, and equipment.

Knowledge of laws, rules, policies, procedures and other resources available which relate to the assigned areas of responsibility.

Knowledge of various office or maintenance equipment, recordkeeping systems, inventory methods and report formats related to the assigned areas.

Knowledge of occupational safety regulations and procedures for equipment used.

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 plan schedules, give guidance and assign the work of subordinates through verbal and written instruction or demonstration in order to make the most effective and efficient use of staff.

Ability to determine training needs, and to provide orientation and training for subordinate staff.

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

Ability to use hand-held and desktop personal computers and databases. 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 B Master Electrician by the State of Iowa;

OR

licensed as a Class A or B Journeyman Electrician by the State of Iowa and minimum two years of experience as an Electrical Inspector;

OR

minimum of five years of experience as an Electrical Inspector;

OR

minimum of four years of experience as an Electrical Inspector, including one year of supervisory experience;

OR

minimum of six years of 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:     9/08     JG