

Scott County Government

Position Description Form

Position: Job Title: Chief Electrical Inspector
Department Name: Electrical Inspection
Supervisor Title: Judge Executive

Position Summary

Performs a variety of duties in direct relation to electrical inspections (residential, commercial and industrial) and ensures overall compliance with federal and state codes and local laws and ordinances.

Duties and Responsibilities

Essential Duties:

- Reviews plans, drawings, and related documents for use of construction plans, including alterations and repairs, to verify compliance with applicable codes.
- Inspects all electrical installments throughout the city/county including Residential: 1&2 family, apartment complexes; Commercial: restaurants, hotels, shopping centers, industries, factories, signs and mobile homes.
- Inspects remodels, temporary services, service upgrades, room additions, schools, city/county buildings and parks.
- Inspects solar installations, emergency generators, swimming pools, carnival rides, and festival vendors as necessary.
- Inspects low voltage energy storage systems and batteries as necessary.
- Works to maintain code enforcement and responds to investigations of complaints pertaining to violations of applicable codes and ordinances including referrals from the Code Enforcement Division.
- Checks job sites to ensure all contractors have licenses.
- Inspects fire sites when required by fire department to determine if occupants can remain in structure and determine possible cause as well as inspect referrals regarding water damage or other code violations.
- Attends meetings at the Fire Marshall's office in Frankfort pertaining to rules and regulations governing all electrical inspections in the state of Kentucky.
- Assists residents and contractors, developers, architects, and engineers prior to and during construction activities and answers questions on a daily basis.
- Meets with Kentucky Utilities regarding factory shut downs and reconnects.
- Issues state certifications on completed jobs and facilities to State Fire Marshall, utility companies, building inspectors and owners.
- Maintains records on all electrical jobs.

Secondary Duties:

- Assists homeowners and contractors with code questions and permits.
- Assists in code enforcement in the event of violations as needed.
- Attends continuing education meetings and classes to maintain required certifications.
- Performs other related duties as assigned or required.

Position Dimensions

Please do not indicate personal qualifications but rather the job requirements.

Education and Experience: The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

Requires a high school education or possession of a GED, certification as an electrical inspector general, and eight years of related experience. Preference will be given to candidates with any of the following: ten or more years of related experience; an associate or bachelor's degree in a related field; prior supervisory or leadership experience; proven computing skills including use of the Microsoft Office Suite as well as field specific software.

Thorough knowledge of residential, commercial and industrial building techniques and materials. Knowledge of electrical, zoning and related codes and ordinances.

Ability to read and interpret plans, specifications and blueprints accurately and to compare them to work in progress.

Ability to detect electrical installation deficiencies and other electrical equipment to make recommendations for correction

Ability to establish and maintain cooperative working relations with contractor, architects, building owners, other city/county departmental employees, city officers and general public.

Supervisory Responsibility: List the number of people you supervise and titles, if any.

Supervises two electrical inspectors and an administrative assistant.

Technology: Describe how computers, software or other technological equipment is used to complete tasks electronically.

- Operates volt meter, amp meter, and other related, and other related electrical inspection equipment.
- Uses the computers to do daily entries to record information about inspections.
- Uses computers to access resources to complete inspections such as addresses, square footage, license, and conditions.
- Uses computers to research different code information as needed.
- Responds to calls, voicemails, and emails.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Inspector must be able to work in confined areas such as crawl spaces and attics. Class I Hazardous areas which would store flammable gas and liquids, fertilizer and other highly explosive materials, microwave towers and high voltage sub-stations. Inspector may also be in the presence of methane gases at sewer plants, fresh paints and finishes in new buildings, and fumes and debris in the air from welding in plants.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.