



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CHIEF ELECTRICAL INSPECTOR

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1750

PAY RANGE CODE: [17.3 MC](#) **REVISION DATE:** 8/25/16

NATURE OF WORK:

This is supervisory work in the inspection of electrical system installations and repairs to determine compliance with city, state, and national electrical codes and ordinances. Work may involve participation in special inspections, particularly in difficult or unusual situations. An employee in this classification exercises considerable independence in the performance of duties; however, work is subject to review by a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises electrical inspectors, including interviewing, hiring, training, disciplining, planning and assigning work, and reviewing inspection reports, mileage records, and driving records.

Participates in inspections and oversees the conduct of routine inspections, including monitoring private contractors and individuals engaged in electrical work to ensure licensure.

Compiles reports and maintains records of completed work.

Responds to questions from contractors, architects, building owners, and the public regarding electrical codes and their enforcement.

Reviews electrical codes and makes recommendations for revisions.

Reviews plans and specifications of industrial, commercial, and residential construction for electrical code compliance.

Participates in arranging and administering examinations for certification to electrical contractors, electricians, master electricians, wirers, and sign board builders.

Oversees the licensing of electricians and apprentice electricians, the issuance of homeowner permits, and the maintenance of records.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of city, state, and national electrical codes and ordinances.

Knowledge of the legal procedures needed to enforce the electrical codes and ordinances.

Knowledge of the methods and materials used in the installation and repair of electrical systems.

Knowledge of the hazards of the electrical trade and the necessary safety precautions.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to plan, schedule, and supervise the work of subordinate inspectors.

Ability to conduct electrical inspections and render decisions based on applicable codes and ordinances.

Ability to prepare reports and maintain records of completed work.

Ability to detect and locate electrical wiring and construction defects.

Ability to read and interpret construction and wiring blueprints, drawings, and diagrams.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand, walk, or sit from 51 to 75% of the time; to climb or bend from 26 to 50% of the time; and to reach, balance, stoop, or type from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects from 0 to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Six (6) years of experience as a journey or master level electrician

OR

Bachelor's degree in Electrical Engineering

AND

Two (2) years of related journey level experience.

SPECIAL QUALIFICATIONS

Must possess a journey or master level electrician's license issued by the State of Nebraska at the time of application.

Must possess an electrical inspector's certificate of qualification as defined in the State Electrical Act within the probationary period.

Must be able to transport oneself or coordinate transportation to work sites throughout the city during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times an employee in this classification works at construction sites, indoors or outdoors, in all weather conditions, working near moving machinery, with or near electrical currents, at times in confined spaces, in conditions such as noise, fumes, dust, and odors.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Electrical Testers

Telephone
Two Way Radio

Printer
Copier

Previous Revision Date(s):

4/29/93

6/19/97