

## **ELECTRICAL INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Makes inspections and re-inspections of the installation and repair of electrical wiring or apparatus for furnishing light, heat or power; processes and reviews applications for electrical licenses and permits. This is responsible technical work involving the inspection and re-inspection of electrical construction and repair projects in the city for compliance with the National Electrical Code, the Albany Building Code and any related codes. Employees in this class process and review applications for electrical licenses and permits and investigate individual or group complaints concerning alleged violations of the National Electrical Code and/or applicable city codes. The work involves a substantial amount of time spent out of the office at various project sites. The work is performed under the general direction of the Senior Building Inspector, with considerable leeway allowed for the use of independent judgement in planning and carrying out the details of the work.

### **EXAMPLES OF WORK:** (Illustrative only)

- Logs and inspects installations and repairs of electrical systems for compliance with city codes and the National Electrical Code;
- Examines plans and specifications of electrical wiring and installation and makes written recommendations as to the issuance or withdrawal of permits;
- Investigates complaints and alleged violations of the electrical code, the National Electrical Code, and all applicable local laws and ordinances;
- Advises the Building Inspectors and the Director of all violations of the city codes, the National Electrical Code and all other applicable codes and ordinances, and provides facts for assistance in prosecuting violations of these codes and ordinances;
- Receives applications for electrical permits and licenses and issues said permits and licenses;
- Answers questions and explains electrical codes, standards and local ordinances to contractors, property owners and other interested parties;
- Establishes and maintains records of all inspections, re-inspections, certificates of compliance and/or notification of violations in an automated information system;
- Establishes and maintains logs of all inspections and re-inspections to be done and completed;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern practices, principles, materials and tools used in electrical wiring and installation;
- Good knowledge of the National Electrical Code and local electrical codes and ordinances;
- Working knowledge of clerical procedures, office procedures and practices;
- Ability to read and interpret moderately complex electrical wiring and/or installation plans and specifications;
- Ability to detect defective materials and plans used in electrical installations and repairs;

- Good knowledge of personal computers and office equipment;
- Ability to establish and maintain good working relationships with others;
- Good judgment;
- Integrity;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as a licensed electrician; **OR**
- B. Six (6) years of experience as a foreperson or journey-level electrician, in charge of apprentices; **OR**
- C. An equivalent combination of training and experience.

**SPECIAL REQUIREMENTS:**

- A. Eligibility for New York State Motor Vehicle Operator's License; possession of such license required at time of appointment; and
- B. Eligibility for City Master Electrician's License; possession of such license required at time of appointment.

Revised: 10/18/78  
10/21/87  
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