

## **SENIOR ELECTRICAL INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs inspections and re-inspections of electrical wiring and installations and investigates complaints of violations of the Electrical Code in accordance with the National Electrical Code and local electrical codes and ordinances. The work is performed under the general direction of the Commissioner of Public Safety. Supervision is exercised over electrical inspectors.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Reviews applications for electrical permits and licenses and issues such permits and licenses at the direction of the Commissioner;
- Reviews plans for electrical installations and advises building inspectors and Commissioner on reviews and applicable sections of National Electrical Code;
- Oversees inspections and re-inspections of electrical systems and repairs for compliance with National Electrical Code;
- Oversees maintenance of records of all permits, licenses, inspections and violations;
- Investigates complaints of violations of the Electrical Code and assists the Fire Department in the investigation of fires in which the cause may have been electrical in nature;
- Enters and retrieves information in an automated information system;
- Performs 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;
- Thorough knowledge of the National Electrical Code and local electrical codes and ordinances;
- Good knowledge of personal computers and office equipment;
- Good knowledge of clerical procedures, office procedures and practices;
- Ability to read and interpret complex electrical wiring and/or installation plans and specifications;
- Ability to detect defective materials and plans used in electrical installations and repairs;
- Ability to establish and maintain good working relationships with others;
- Good judgment;
- Integrity;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as a foreperson or journey level electrician in charge of apprentices and two (2) years of experience in a municipal inspection agency.

**SPECIAL REQUIREMENTS:**

- Completion of New York State Minimum Basic Code Enforcement Training required by 19 NYCRR;
- Eligibility for City Master Electrician's License;
- A valid NYS Driver's License and use of a personal vehicle is required at the time of appointment and for the duration of employment.

**PROMOTION:** One (1) year of permanent competitive class status as an Electrical Inspector in the City of Albany.

Revised: 7/20/88  
2/25/04