The City Beautiful

City of Coral Gables
Job Description

Job Title: Electrical Inspector II
Department: Development Services
Classification: 1133
Pay grade: 25CB
FLSA: Non-Exempt

Prepared Date: 06/2013
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Summary

Performs a variety of routine and complex technical work in inspection and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to electrical installations throughout the City. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Serves as Chief Electrical Inspector in his absence.

Makes technical inspection of the installation of new or major modification to old electrical wiring, motors, equipment, and related electrically operated apparatus throughout the City. Checks each project for defects, omissions and other departures from correct procedure. Gives suggestions and recommendations to contractor or owner. Insures that all electrical work conforms to national and municipal electrical codes.

Checks blueprints submitted for electrical work permit. Discusses any necessary modification or changes with contractor or owner.

Conducts inspections to insure that work proceeds in accordance with approved blueprints.

Investigates complaints of defective electrical installations which are reported as fire and other hazards. Notifies responsible person of defects and issues verbal or written instructions for corrections. Conducts re-inspections. Reports violations and occasionally represents the City at court hearings.

Consults with contractors or other interested parties and explains or interprets electrical standards in code.

Checks air conditioning installations as to electrical loads.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the methods and practices involved in constructing, installing and operating a variety of electrical installations, equipment and appliances and of standard testing devices. Knowledge of possible defects and faults in electrical wiring and appliances and of effective corrective measures. Knowledge of the regulations governing electrical installation, equipment and appliances effective in the City. Knowledge of Building codes and related laws and ordinances. Ability to read and interpret construction

and electrical diagrams, plans and blueprints, and to recognize deviations from such plans in the construction and installations processes. Ability to diagnose defects and hazards in new and old electrical installations, equipment and appliances. Ability to enforce code regulations firmly, tactfully and impartially. Ability to express oneself clearly and concisely, orally and in writing. Ability to keep records and to prepare and submit reports.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 40 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Must be certified by the Board of Rules and Appeals and have one of the following:

At least five years of field experience as a Certified Journeyman Electrician or Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board;
or
At least five years of field experience as a state Certified Electrical Contractor issued by the Electrical Contractors' Licensing Board.

Must obtain Inspector license from the State and County within 90 days of employment.

Valid Florida Driver's License