

**Job Title:** Electrical Inspection Supervisor  
**Department:** Community Development  
**Reports To:** Building Official  
**Open Date:** May 9, 2018  
**Close Date:** Open Until Filled  
**Hiring Range:** \$22.10 - \$28.23 per hour, DOE  
**Salary Range:** \$22.10 - \$33.14 per hour, DOE

**Job Summary:**

Performs electrical administrative and professional duties in the planning, management and coordination of electrical inspection activities to ensure that all construction projects comply with adopted electrical codes and ordinances. May develop and write ordinances, policy and technical documents for enforcement of the City's life/safety policies. Must have experience with methods and practices involved in constructing, installing, and maintaining and operating a wide variety of residential, commercial and industrial electrical installations and appliances. Directs and supervises all field electrical inspectors I and II positions. Performs technical electrical plan review as may be necessary. Works independently while making decisions that requiring technical discretion and sound judgment. Work is performed under general supervision of the Building Official.

**Essential Duties & Responsibilities:**

Plans, schedules, coordinates and directs Building Services Electrical Inspection staff tasked with ensuring that complex construction projects comply with adopted electrical codes and local ordinances.

Ensures quality of inspection and enforcement services provided by staff.

Monitors productivity and workloads of direct reports, and balances daily inspections.

Provides inspection reports and potential time in motion information of inspectors.

Ensures accurate and detailed inspection records are maintained.

Provides advanced professional and technical code interpretation and solutions to problems for staff and the public.

Assists inspection staff in utilizing conflict resolution techniques to diffuse tense situations with customers.

Responds to citizen complaints of unsafe or unpermitted electrical work.

Formally manages projects by planning, scheduling and coordinating the on-site inspection and enforcement activities of other inspectors, departments, and outside county and state agencies as deemed necessary to address the issues of complex building projects or enforcement procedures on electrical violations. Performs daily inspection workload balance, and time in motion reports to Building Official.

Coordinates with building inspectors for areas of inspection that may overlap in adopted codes.

Coordinates between all construction trades, from inception of permitting process to final issuance of certificate of occupancy. May perform plan reviews, read plans and inspection of documents and project sites for compliance with adopted codes and specifications.

Posts Stop Work Orders, Not Approved for Use & Occupancy Postings when necessary after collaboration with the Building Official.

Oversees all building inspectors related to the aging inspection process and expired electrical permits. Drafts ordinances, resolutions and technical reports.

Oversees daily inspection processes/protocols for best service levels.

Recommends electrical inspector tools and test equipment and oversees inventories and maintenance of such tools.

Attends training for continued education units and to stay current in the construction industry. Maintains all professional certifications.

Reviews and approves correction notices, and other notices or orders drafted by the electrical inspection staff.

Performs electrical plan review as may be necessary and required by management.

Regularly rides in the field with electrical inspectors to maintain a consistent team approach and high level customer service.

Applies extensive knowledge of state and local codes and legal precedents relating to the enforcement and interpretation of adopted electrical codes. May act as an expert witness in court proceedings related to building code compliance on behalf of the City.

Participates in multi-disciplinary team meetings with members from the City to resolve issues and coordinate application of City adopted codes. May at times represent the City and coordinate code issues with professional, industrial and trade boards/commissions.

Coordinates section-wide purchase of code books/documents and supporting training materials.

Develops electrical inspection related training programs and organizes continuing education programs for Building Division staff, employees and customers.

Attends training to maintain certifications, and reads related materials to stay current.

### **Supervisory responsibilities:**

Employees in this position are authorized to recommend and/or effect the full range of duties (with appropriate managerial review), including hiring, performance evaluations, assigning of significant duties, rewarding, exercise independent judgment to direct others work and have the authority to take corrective action; and, utilize people skills to communicate, motivate and direct or oversee a person, group, or department.

**Job Specifications:**

Advanced knowledge of current local, state and federal electrical codes, rules and ordinances; advanced knowledge of the National Electrical Code (NEC); basic knowledge of the International Building Code (IBC); International Residential Code (IRC); code development and ordinance development processes; electrical engineering principles; modern construction methods and materials for residential and non-residential structures; legal processes involved in the enforcement of codes and ordinances; principles and practices of effective supervision; current computer software for word processing, spreadsheets, databases, email and internet applications.

Ability to interpret and apply national, state and local building codes to detect physical defects in electrical construction and recommend corrections; read and interpret building plans and specifications, and accurately compare to work being performed in the field; work independently and complete assignments in a timely fashion; efficiently prioritize workload assigned to subordinates and accurately evaluate performance; establish and maintain effective professional working relationships with those contacted in the course of work; communicate clearly, effectively, and concisely, both orally and in writing; communicate complex technical requirements to homeowners and others with limited experience; deal constructively with conflict and communicate effectively with people who are angry, frustrated or confused; operate current computer programs including email, word processing, internet, databases, and office equipment;; display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations; communicate effectively in the English language at a level necessary for efficient job performance; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; and perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

**Working Knowledge of:**

Possess current word processing, database, email, and internet computer software application knowledge.

Knowledge of local ordinance amendments and codes; construction materials and properties; electrical construction trade and common practices; time management principles and advanced customer service principles.

**Ability to:**

Establish and maintain effective working relationships with other employees and the public in a professional and positive manner.

Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations.

Provide and display team leadership and mentoring at all times.

Be a team player with an open mind and willingness to adapt to different situations.

Monitor legislation and technical developments that may affect the electrical industry. This shall include, but not be limited to attending meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments.

**Other Desirable Training:**

Understanding of building code principles and practices.

Classes or college coursework in electrical design/engineering.

Understanding of building code principles and engineered wood.

**Licensing and Other Requirements:**

Valid Idaho driver's license.

High School diploma or GED.

Minimum of five years supervisory experience with a municipal electrical inspection team is required.

Certification as a commercial and residential electrical inspector from the International Code Council (ICC) and/or the International Association of Electrical Inspectors (IAEI) is required.

Electrical plans examiner certification from the International Code Council (ICC) and/or the International Association of Electrical Inspectors (IAEI) is required within 12 months.

Idaho licensed Journeyman Electrician is required with 12 months.

**Work Environment and Physical Demands:**

The work environment will include indoor and outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards.

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations.

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.

Sensory ability to talk, hear, touch and feel.

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity. The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Efforts:**

While performing the duties of this job the employee is frequently lifting/carrying up to 10 lbs, occasionally lifting/carrying up to 35 lbs. Also the employee is frequently pushing/pulling up to 10 lbs, occasionally pushing/pulling up to 35 lbs. The noise level is rarely loud. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

**Working Environment:**

The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards. Employees will also drive a vehicle as part of this position. Employees in this position must traverse construction site terrain and conditions, climb stairs, fixed and portable ladders, access crawl spaces and occasionally inspect in tight, cramped spaces.

**Travel Requirements:**

Local travel is required using city-owned vehicles.

Must possess and maintain a valid Idaho driver's license and have a safe driving record.