

ELECTRICAL INSPECTOR

Basic Function: Perform a variety of routine and specialized inspection work and plan review to determine conformity and compliance with the Michigan Electrical Code as well as applicable regulations of the HCT Zoning Ordinance and the Property and Housing Maintenance Code. Perform related work as required.

Supervision Received: Work is performed under the direction or the Community Development Director and supervision of the Building Official.

Essential Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Perform inspections and plan reviews to determine conformity and compliance with the Michigan Electrical Code and related local ordinances and regulations.
 - a. Analyze plans to develop inspection approach, noting that materials, methods and concepts comply with applicable codes, regulations and safety standards.
 - b. Conduct physical inspections of new and existing wiring and electrical installations evaluating materials and workmanship for compliance with applicable codes, regulations and safety standards.
 - c. Approve installations; advise contractor when violations are found and what corrections are required; issue violation notice if necessary.
 - d. Make special code inspections when requested or in response to complaints and follow through with problem solving recommendations and corrective actions.
2. Assist with the administration of electrical code enforcement.
 - a. Assist with the preparation and documentation of electrical permits, inspections, records, and files.
 - b. Prepare summary reports and other records of inspection activities.
 - c. Confer with the Inspectors within the Building Safety Division of the Community Development Department and with representatives from other governmental units on administrative procedures, coordinated efforts, etc.
3. Perform related work as required.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and duties of the position.

1. Frequently exposed to weather, including extreme heat and cold and exposure to wet or humid conditions.
2. Occasionally exposed to vibration, moving mechanical parts, moderate to loud noise levels, risk of electrical shock, fumes, airborne particles, and toxic or caustic chemicals.
3. Occasionally requires lifting, pulling, pushing, or carrying objects up to 50 pounds.
4. Frequently requires standing, climbing, balancing, stooping, kneeling, crouching, crawling or reaching; using hands to finger, handle, feel or operate objects, tools, or controls.

5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. Working knowledge of methods, materials, and techniques involved in constructing, installing, maintaining, and operating a variety of electrical installations, equipment, and appliances.
2. Working knowledge of applicable local ordinances and the Michigan Electrical Code.
3. Skill in reading and interpreting building plans and specifications.
4. Ability to write legibly, maintain accurate records, use telephones, computers, and operate a motor vehicle.
5. Skill in establishing and maintaining effective working relationships with contractors, property owners, public officials, employees, and the public.
6. Required training includes a high school diploma or equivalent and specialized training in the electrical trade. Required experience includes several years of responsible work on a wide variety of construction and installation jobs. Must be a licensed Journeyman Electrician. Must be registered or able to be registered with the State of Michigan as an Electrical Inspector and Plan Reviewer. A Michigan motor vehicle operator's license is required.