

MEDINA COUNTY COMMISSIONERS

Job Description

Chief Electrical Inspector

Building Department



SUMMARY

The Chief Electrical Inspector works under the direct supervision of the Chief Building Official. Directs the program of Electrical Inspections to ensure that the installation and operation of electrical systems in commercial and multistory residential buildings are in compliance with the local, state and federal regulatory codes. Direct supervision is exercised over the electrical inspectors: reviews work and advises them in the interpretation of electrical plans and code requirements. Work includes meeting with builders, owners, and other individuals and groups as a representative of the Building Department. Duties are performed with considerable technical independence under the general direction of a Chief Building Official.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Manages and directs the Electrical Inspectors; Plans, organizes and supervises the work of the Electrical Inspectors. Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff. Trains subordinates; assigns and reviews the work of subordinates. Assigns territories. Establishes work and vacation schedules, sick leave coverage; approves overtime. Monitors continuing education requirements. Advises subordinate staff on code interpretation, policies and procedures. Reviews the performance of Electrical Inspectors and initiates training programs according to demonstrated needs; Communicates and explains department policies to subordinates and the public.
Time spent: 50%
- II. Oversees the inspection of electrical systems installed in commercial and single and multi-family residential dwellings to ensure compliance with approved plans and applicable codes; Advises Chief Building Official, inspectors, contractors, and other customers on technical matters and answers questions relating to inspection problems and electrical code requirements; Reviews and interprets codes and ordinances and recommends changes, additions, and procedure implementations as needed; Approves alternate methods or materials for code compliance within the scope of authority delegated by the Chief Building Official; Conducts project meetings to ensure inspection coordination or to resolve problems; Interprets National Electrical Code based on technical expertise; Ensures inspections are performed in accordance with approved plans and all disciplines; Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. **Time spent: 45%**
- III. Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination. Performs related duties as assigned. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

Electrical Inspector – 24131C

Class #: 24135C Class Title: Chief Electrical Inspector Position Control #: XXXXX.0 Normal working Hrs: 7 a.m. to 3:30 p.m.
County of Employment: Medina Working Title: Chief Electrical Inspector Pos # & Title of Supervisor: Chief Building Official 24113C

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Methods and materials involved in the installation, maintenance and operation of a variety of complex electrical systems and equipment. (2) Leadership styles and skills - Principles & practices of supervision. (3) National Electrical Codes and related laws, ordinances, & standards. (4) New electrical materials and design concepts. (5) Stages of construction when possible violations & defects may most easily be observed & corrected.. (6) Mathematical principles required to perform related technical calculations. (7) County organization, procedures, practices, & standards.* (8) Departmental, procedures & practices, & standards.* 	<ul style="list-style-type: none"> Determine code compliance. Answer code questions. Issue correction notices & stop work orders. Approve & issue building permits. Issues notices for violation compliance.
Skills:	<ul style="list-style-type: none"> (9) Instruct & mentor staff. (10) Assign, monitor & evaluate work. (11) Service to customers. (12) Develop & implement new strategies, procedures. (13) Develop & conduct employee information sessions. (14) Communication & Interpersonal skills. (15) Employee development & performance management. (16) Read, understand interpret & apply statutes, rules, ordinances, codes & regulations. (17) Read & understand drawings, diagrams & specifications for construction projects. (18) Plan, prioritize & schedule multiple tasks, projects & demands. (19) Working within deadlines. (20) Assess, analyze, & recommend solutions. (21) Operate computers & systems 	<ul style="list-style-type: none"> Receive permit applications. Explain & interpret building requirements and restrictions. Maintain files & reports regarding inspection & plan activities & findings. Express professional opinions, based on knowledge & experience. Provide excellent customer service. Interpret & apply pertinent Federal, State & local laws, codes & regulations. Establish & maintain effective working relations with co-workers, other County employees, general contractors & public.
Ability:	<ul style="list-style-type: none"> (22) Supervise & train staff (23) Foster a cooperative environment. (24) Operate automobile. (25) Walk over uneven terrain, roofs, & climb ladders. (26) Make sound technical decisions. (27) Supervise & coordinate activities of subordinate staff. (28) Communicate effectively orally & in writing. (29) Maintain complex records, (30) Prepare & present oral & written reports. (31) Establish & maintain effective working relationships with employees, contractors, sub-contractors & the general public. (32) Interpret & apply pertinent federal, state & local laws, codes & regulations. (33) Read & interpret complex building plans, specifications & building codes. (34) Determine construction systems conform to code. (35) Apply technical knowledge & proper inspection techniques. (36) Make mathematical computations rapidly & accurately. (37) Enforce necessary regulations with firmness & tact. (38) Understand & follow oral & written instructions. (39) Maintain physical condition appropriate to the performance of assigned duties & responsibilities. (40) Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction. 	<ul style="list-style-type: none"> Inspect buildings to ensure compliance with applicable codes, ordinances & regulations. Approve & issue permits. Initiate & coordinate internal processing of permit applications. Investigate citizen complaints. Confer with architects, contractors, builders & the general public. Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees & public. Possess & use analytical skills when researching code questions. Stay abreast of new trends & innovations in the field of inspections.

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) High school diploma or GED.
- 2) Four (4) years experience as a journey level electrician in new or remodeling work on commercial and residential electrical installations inclusive of inspecting or reviewing plans for complex electrical systems in commercial or single and/or multi-family residential dwellings to determine code compliance plus two (2) years supervisory experience in the electrical field.
- 3) Certification as a State of Ohio Electrical Inspector.
- 4) Other combinations of experience and education that meet the minimum requirements may be substituted.
- 5) Valid Ohio Driver's License and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Bend or stoop repeatedly or continually.
- Specific vision abilities required for close vision and ability to adjust focus.
- Travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Ascend and descend ladders or unfinished stairs without handrails and work at heights greater than 10 feet.
- Work safely without presenting a direct threat to self or others.
- Inspect dark or unlit construction using a flashlight.
- Lift arm above shoulder level while measuring or performing inspections.
- Physically capable of operating County vehicles on County business vehicles safely

Appointing Authority: _____

Date: _____

Department Director: _____

Date: _____

Human Resources: _____

Date: _____