

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Electrical Safety Inspector	<u>CLASS NUMBER:</u> 30802.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Part-Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 050026
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Residential Building Official (050009)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Electrical Safety Inspector classification is to conduct inspections of electrical service installations, construction, maintenance, and repairs for conformance with governing codes, requirements, and relevant ordinances.

JOB DUTIES:

Conducts inspections of the construction, installation, maintenance, and repair of electrical conductors, fittings, devices, light fixtures, heat or power service equipment, signs, appliances, and other apparatus inside or running to buildings or structures for conformance with governing codes, requirements and relevant ordinances to include ORC 3783. Inspects electrical construction work completed or in progress to ensure that the methods, techniques, and materials used comply with approved plans, applicable codes, requirements, and ordinances. Reviews electrical work in the field with approved construction plans for conformance with the various electrical code requirements, standards, and ordinances; checks buildings' electrical construction and maintenance work to ensure that the proper permits were issued. Investigate complaints of improper electrical wiring, construction, repairs, or maintenance work and reports findings to superior or the appropriate personnel.

Interprets, responds, and provides information to architects, engineers, contractors, and property owners concerning compliance and conformance with electrical code requirements, standards, and relevant ordinances. Notifies contractors, property owners, architects, and other applicable personnel of defective or substandard work performed by issuing rejection slips or notices. Assists and cooperates with Fire Prevention personnel by checking the performance of "fire detection and prevention" systems; ensure that electrical wiring construction, installation, repairs, and maintenance are safe and conforms to applicable safety standards and requirements. Collects and gathers data and evidence to assist in prosecuting individuals who violate applicable electrical codes, conditions, and relevant ordinances. Attends required training sessions or classes to maintain a valid certification as an Electrical Safety Inspector; keeps abreast of ongoing changes in the electrical field.

Reports on inspections daily and maintains applicable logs, records, and files concerning inspection activities. Prepares correspondence and consults with builders, contractors, architects, property owners, and other relevant personnel on inspection activities. Operates County vehicles to travel to and from inspection sites. May review and approve construction documents related to electrical systems for compliance with governing codes, requirements, and relevant ordinances. May give testimony in court. Maintain regular and predictable attendance.

These duties are illustrative only, and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio Laws and Rules for Electrical Safety Inspectors; National Electrical Code and State and local regulations governing electrical wiring; safety and fire alarm/detection requirements as may apply to electrical work; applicable OSHA regulations; agency policy and procedures; governmental structure and process to include ORC 3783; electrical construction, methods and materials used, and installation and repair practices. Skill in typing; word processing; Electrical Safety Inspection; equipment operations of a motor vehicle, computer, and computer software. Ability to interpret extensive variety of technical material; deal with many variables & determine specific action; comprehend and record figures accurately; recognize safety warnings; understand manuals & verbal instructions, technical in nature; use proper research methods in gathering data; handle sensitive inquiries from & contacts with officials & general public; demonstrate dexterity of the fingers of both hands to grasp, place, or move small objects; perform basic mathematical computations quickly and accurately; communicate effectively orally and in writing.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED supplemented by vocation/technical training in the electrical trades and three (3) years' experience in commercial or residential electric work.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

Additional Requirements

Required to maintain a valid Ohio driver's license and certification as an Electrical Safety Inspector (satisfactory completion of initial examination administered by Ohio Board of Building Standards per ORC 3783.03).

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position is part-time and may not observe typical business hours.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date