



COUNTY OF YORK JOB DESCRIPTION
Building Inspector – Electrical
County Administration
Building Regulation

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs skilled inspection work in securing compliance with established codes governing the installation and alteration of electrical systems and equipment. Inspects all phases of electrical installations and alterations for quality of workmanship, materials and safety precautions; interprets, applies, and enforces rules and regulations relating to the construction of new buildings and the repair of existing buildings; and interpretation, application, and enforcement of rules and regulations relating to electrical installation in new and existing buildings. Checks plans and specifications for proposed installation to ensure the codes and ordinances have been followed. Work is performed under general supervision.

DISTINGUISHING FEATURES OF THE POSITION:

This position is considered to be essential (County designation as ALPHA). In the event of an emergency/inclement weather conditions, the incumbent is expected to remain at the worksite or to report to worksite in accordance with the department's standard operating procedures, or as notified by a supervisor.

ESSENTIAL JOB FUNCTIONS

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with the electrical code; conducts structural, plumbing, and/or mechanical inspections as well.

Performs inspections of new and existing residences (including mobile homes), businesses, and other buildings for conformance with electrical standards, codes, and ordinances; performs inspections of new amusement devices at Water Country, Great Wolf Lodge, other destinations, and temporary amusement parks; performs operations inspections before season openings at amusement parks, and performs follow up inspections once open; prepares job cards and approves or rejects installations.

Maintains all necessary records and reports on inspections; completes electronic inspection reporting using Hansen Data Base.

Studies relation of laws to new electrical developments; reviews and studies electrical code regulations to stay informed of changes in electrical codes and ordinances; completes necessary classes to maintain required inspection certification.

Inspects the repair and maintenance of electrical installations in County buildings.

Investigates new materials and methods which are being introduced to determine if they are acceptable under the code.

Confers with contractors and others regarding electrical codes and plans.
Testifies in court as required.

Performs limited pre-construction plan review work.

Investigates, reports on complaints, and pursues remedies.

Reviews and studies electrical code regulations to stay informed of changes in codes and ordinances; completes necessary classes to maintain required inspection certification.

Conducts and/or confirms calculations for services, feeders, etc.

ADDITIONAL JOB FUNCTIONS

Performs damage assessment inspections as needed.

Provides alternative working procedures as needed.

Mediates between contractors, engineers, and property owners.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of electrical systems and theory, including installation and repair work on electrical systems.

Thorough knowledge of safety procedures and precautions associated with the installation and repair of electrical systems.

Thorough knowledge of the National Electrical Code.

Effective communication skills.

Ability to investigate and inspect electrical work for compliance to code.

Ability to prepare and maintain records and reports pertaining to inspection work.

EDUCATION AND EXPERIENCE

Graduation from high school, and 3 to 5 years experience as a licensed electrician; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid certification as an Electrical and Amusement Device Inspector and, or have the ability to become certified within six months from date of hire. Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires Master Electrician certification.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including amp meters, volt meters, calculators, phase testers, etc. Must be physically able to operate a motor vehicle. There is a great deal of walking and standing while performing the inspections, some stooping when checking equipment at pump stations, some climbing of ladders and stairs, and occasional lifting of objects weighing between 5-50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from others.

Language Ability: Requires the ability to read a variety of correspondence and reports, permits, architectural drawings, electrical diagrams and schematics, blueprints, etc. Requires the ability to prepare correspondence and reports, forms, logs, etc., using prescribed format.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret building codes. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment, and to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____