

Royal Oak, MI

Job Description Report

Job Title: Electrical Inspector



Basic Information

Effective Date:	12/31/2015	Revised Date:	9/12/2022
Department:	Community Development	Supervises:	0
Classification:	Non-Exempt/Hourly	Pay Basis:	Hourly
Reports To:	None	Pay Status:	FT Employee
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	0	Salary Range:	\$60,665 - \$80,835 (not including certification premium)

Job Description

An **Electrical Inspector** is primarily responsible for the enforcement of, and compliance with, the National Electrical Code and the State law relative to electrical installations by all building owners in the City of Royal Oak. Work assignments are in the field of electrical equipment and materials, installation and public relations. Work is performed under the supervision of the Chief Building Inspector.

Essential Job Functions

0.00 An **Electrical Inspector** may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Inspect electric wiring on new construction, alterations and additions to existing buildings.
- Make inspections of new wiring and electrical installations in dwellings, commercial buildings, industrial plants, public and other buildings.
- Study and check blueprints presented for review by contractors for compliance with State and National standards.
- Regularly inspect electrical installations, including service, circuit loads, connections, breakers and fuses.
- Verify that all electrical installation and construction work is done only by licensed contractors employing Master and Journeymen Electricians, as outlined in State Laws.
- Prepare reports and keep records.
- Perform related work as assigned.

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Required Knowledge and Skills

- Thorough knowledge of the materials, methods, and techniques of electrical installations of all types.
- Thorough knowledge of the state law relating to electrical installations and the State Electrical Code.
- Working knowledge of equipment installation and proper standards of maintenance in office, commercial, residential, and industrial buildings.
- Working knowledge of probable defects and faults in electrical wiring and appliances, and of corrective measures.
- Some knowledge of commonly used computer software.
- Ability to understand and interpret blueprints and specifications.
- Ability to inspect installations and render decisions on conformity to code requirements.
- Ability to make comprehensive and clear reports in connection with work assignments.
- Ability to schedule work activities in an efficient and productive manner.
- Ability to maintain good working relations with electrical contractors, property owners, trades personnel, the public and other employees.
- Ability to carry out complex oral and written directions.
- Ability to walk or stand for long periods of time on a daily basis, to climb stairs in buildings inspected, to access tight or cramped spaces for inspection purposes, and to drive to and from inspection sites.

Training, Experience and Education Qualifications

An **Electrical Inspector**, *upon application*, shall have the following training and experience:

- Graduation from a standard high school or trade school with supplemental courses in electricity.
- Experience as a Master Electrician, including work on a variety of construction and installation projects.
- Licenses: Possession of Master Electrician License
- A valid motor vehicle operator's license and satisfactory driving record
- Registration by the State of Michigan as an "**Electrical Inspector**" and "**Plan Reviewer**" or eligibility for provisional registration.

Physical Requirements

Physical Requirements Details

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in houses or buildings under construction, undergoing alterations or being condemned. Some jobs require an employee to be exposed to heat, cold, noise, noxious fumes, dust, dirt, odor and dampness. Some jobs require considerable travel by automobile.

Additional Information

Disclaimer

This job description may not be inclusive of all requirements, pay rate, assigned duties, responsibilities, or aspects of the job described. Please refer to the applicable governing collective bargaining agreement for any differences not currently reflected in this description.

HR Signature / Date

Hiring Manager Signature / Date