



Code: 5151
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Electrical and Mechanical
Series: Electrical Inspection

CLASS TITLE: ELECTRICAL INSPECTOR

CHARACTERISTICS OF THE CLASS

Under supervision, reviews building plans and construction specifications for buildings under construction and inspects new construction and rehabilitation and alteration projects for compliance with electrical provisions of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Reviews plans and construction specifications submitted with building permit applications to ensure electrical systems are in compliance with electrical provisions of the municipal building code
- Identifies materials and installation methods that are not in compliance with the municipal building code, explains code requirements, and recommends changes to bring plans into compliance
- Conducts field inspections to ensure that the installation and repair of electrical systems adhere to approved permit plans, construction specifications, and municipal codes
- Ensures that proper materials are being used for electrical installations and repairs
- Interprets and explains the electrical provisions of the building code and code violations to contractors, tenants, and building owners
- Issues citations for electrical code violations found during inspections
- Conducts follow-up inspections to ensure electrical code violations have been corrected
- Testifies at administrative hearings regarding electrical violations identified during inspections and corresponding citations issued
- Prepares work reports on inspection activities
- Inspects job sites for proper building permits and ensures electrical work is performed by licensed and bonded electrical contractors

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered electrical mechanic apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Testing and monitoring equipment
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Communication equipment (e.g., two-way radio, multi-channel system)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters)
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *applicable mechanical and electronic systems
- *equipment and materials specific to the electrical trade
- *applicable safety and code standards specific to the electrical trade (e.g., electrical provisions of the municipal building code, OSHA standards)

Some knowledge of:

- *applicable test instruments
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- use of safety equipment and protective gear

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- INSTRUCTING - Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: August, 2010