

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 10/11/00

Revised: 04/06/05, 10/01/08, 09/15/10, 05/04/11, 02/20/13, 02/19/14, 10/29/15, 08/08/18, 09/07/22, 04/05/23

ELECTRICAL INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for inspecting electrical installations and repairs in buildings to ensure compliance with the New York State Uniform Fire Prevention and Building Code, the National Electric Code, the New York State Multiple Residence Law, the New York State Building Construction Code along with relevant municipal codes and regulations. Duties include reviewing applications for repair, alteration or addition to existing electrical systems; inspecting all wiring installations for compliance with code; conducting electrical surveys; administering exams on behalf of the Examining Board of Electricians; and overseeing the licensing program for City of Ithaca Electrician licenses. The work is performed under the general supervision of the Director of Code Enforcement with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews applications for repair, alterations and additions to the existing electrical wiring and electrical systems in any building and any electrical wiring for new construction;

Conducts inspections and reviews all rough wiring installations for concealment if such wiring in accordance with the performance specifications in the New York State Uniform Fire Prevention and Building Code;

Conducts final electrical inspections and fixture count on all electrical work requiring a permit;

Conducts electrical inspections on the installations of photovoltaics used as an alternate energy source;

Conducts electrical surveys on existing buildings and cites electrical defects to be removed;

Explains and enforces the requirements to contractors, building owners and the public of the National Electric Code, the New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to electrical requirements;

Issues written notices to correct unsafe, illegal or dangerous conditions relating to electrical requirements in existing structures;

Corresponds with property owners regarding electrical violations giving specific time frame for correcting deficiencies;

Collects fees associated with electrical inspection services;

Prepares inspections reports, documents violations and maintains records;

Certifies and approves that electrical work is in compliance with all applicable laws and regulations for the issuance of certificate of occupancy or compliance;

Oversees the licensing program for City of Ithaca Electrician licenses, including administering examinations for Licensed Electrician and maintaining related records;

Participates in required code enforcement training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, techniques and methods used in residential and commercial electrical construction work; thorough knowledge of the National Electric Code, the New York State Uniform Fire Prevention and Building Code and other codes, laws, rules, and regulations pertaining to electrical equipment and installations; good knowledge of the principles and methods of field inspection; working knowledge of the geography of the municipality; ability to read and interpret blueprints, surveys, maps, plans and specifications; ability to enforce codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both

Full Performance Knowledge, Skills, Abilities, Personal Characteristics: - continued

orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration; ability to deal effectively with the public; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's degree in electrical construction, electrical technology or closely related field AND five (5) years of full-time paid experience, or its part-time paid equivalent, as an electrician; or
- B. Graduation from high school or possession of a high school equivalency diploma AND possession of certifications from the International Association of Electrical Inspectors as an Electrical Inspector for one and two family dwellings and as an Electrical Inspector for general construction AND five (5) years of full-time paid experience, or its part-time paid equivalent, as an electrician; or
- C. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid experience, or its part-time paid equivalent, as an electrician, at least one (1) year of which must have included inspecting or supervising residential and commercial electrical work; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- A. Candidates must obtain certification from the City of Ithaca as a Licensed Electrician within two years of the date of appointment and must maintain said certification for the duration of employment.
- B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve months of permanent appointment, and must maintain said certification for the duration of employment.
- C. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.