



## **POSITION DESCRIPTION – Electrical Inspector**

### **DEFINITION**

This is a skilled, full time non-exempt position under the direct supervision of Codes director/Building Official. This employee performs tasks associated with technical electrical inspection and preliminary plan exam work. The incumbent in this position inspects residential and commercial buildings during various stages of construction and remodeling; enforce compliance with current City of Spring Hill codes, ordinances and regulations; recommend modification and adjustment as necessary; provide timely and thorough reports of each inspection.

### **EQUIPMENT/JOB LOCATION/PHYSICAL DEMANDS**

This position requires the use of various office equipment including but not limited to a personal computer (word processing, spreadsheet generation); telephone, facsimile machine, copy machine, etc.

While performing this job, the employee is occasionally required to sit. The employee is frequently required to walk, stand, climb, balance, stoop, kneel, crouch or crawl. He or she must also frequently hear and speak. The employee must also use hands to operate, finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is occasionally performed indoors in a comfortable, climate controlled office environment. More frequently, he or she will be outdoors in all types of weather conditions, including rain, cold, extreme heat, snow, ice, etc. Exposure to animals such as rodents, snakes, spiders, dogs etc. The noise level is often high while in the field.

## **ESSENTIAL FUNCTIONS OF THE JOB**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this class.*

Performs municipal code and zoning inspections.

Approves inspected areas for certificates of occupancy.

Inspects existing residential and commercial structures for change of use, occupancy, or compliance with current City of Spring Hill codes and ordinances.

Inspects electrical systems, to include services, temporary services, rough-in electrical installations, final installations and a large variety of other complex and routine building system elements for both residential and commercial construction.

Confers with architects, contractors, builders and the public.

Explains and interprets requirements and restrictions of current City of Spring Hill codes and ordinances.

Receives calls and answer questions regarding permits and code requirements.

Maintain files and reports regarding inspection activities and findings on all active projects.

Orders correction of violations and re-inspects for compliance.

Reviews and approves or denies applications for sign permits (electrical installations) and assures continuing compliance.

Works safely observing all OSHA, Federal, State, and City regulations.

Reports any accidents immediately to supervisor.

Consults with and advises property owners regarding code compliance.

## **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Prepares official correspondence related to codes violations and other issues.

Writes reports and other documents related to inspections and violations.

Maintains records of communication regarding inspections.

Performs related work as required.

## **REQUIRED KNOWLEDGE AND ABILITIES**

Must have good verbal and written communication skills.

Ability to multitask and still remain focused.

Excellent inter-personal and customer service skills.

Ability to work independently and with a group.

Ability to make basic and intermediate mathematical computations, as well as use formulas.

Ability to exercise good judgment in evaluating situations and making decisions.  
Ability to establish and maintain effective working relations with other employees and the general public.

Knowledge of the principles and practices relating to municipal code and zoning enforcement.

Knowledge or ability to learn and understand relevant codes, rules, laws and procedures, whether local, state or federal.

## **QUALIFICATIONS**

High School Diploma/GED required.

5+ years of increasingly responsible electrical construction or inspection experience, including 2 years working with electrical systems required. Valid Tennessee Drivers' License.

IAEI, NFPA or ICC Electrical Inspector Certification, as well as the State of Tennessee Electrical Inspector Certification (residential and commercial) preferred, or ability to obtain within 1 year. Preference will be given to individuals with electrical plan review experience, or certification.