

NOTICE OF JOB VACANCY

TITLE: Chief Electrical Inspector

DEPARTMENT: Code Enforcement

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 23 \$55,089.42/yr. to \$76,952.30/yr. (\$26.4853/hr to \$36.9963/hr)

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the responsibility for enforcement of the national electric code, state statutes, and city electrical codes and ordinances relating to electrical wiring, fixture installation, and storage of combustibles in places of public assembly as well as residential, commercial and industrial sites. The incumbent is responsible for the inspection of the electrical wiring of all buildings within the City's jurisdiction according to state and city ordinances and for the granting and refusing of permits relating to electric wiring. All permits issued are countersigned by the Director of Inspections. General supervision is received from the Director of Code Enforcement or Project Manager. The Chief Electrical Inspector performs related work as required.

TYPICAL WORK ACTIVITIES: Inspects wiring, cables, conduits, outlets, switches, junction boxes, fittings, switchboards, panel boards, transformer vaults, etc. for compliance with National, State, and City requirements; Answers complaints and requests for information; Conducts code reviews and approves plans of architects and contractors for electrical wiring to ensure compliance with State and City Laws; Secures information relative to plans for buildings and structures; Issues permits and certificates of final approval after determining that building/structure is reasonably within compliance with state and local codes and ordinances; Inputs all electrical permits, reports, and related documentation into computer as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of approved methods, equipment, and materials used in electrical installation; thorough knowledge of the National, State and City laws, ordinances, and codes governing electrical installations; ability to use a personal computer and understand the application of computer programs as they relate to the mandates of the position; ability to establish and maintain cooperative relationships with public officials, electrical contractors and the general public; firmness with courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Master's Electrician's License is required at time of appointment and during employment of this title.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license is required at time of appointment and during employment of this title.

ADDITIONAL SPECIAL REQUIREMENT:

Candidates must become certified pursuant to the New York State Uniform Fire Prevention and Buildings Code within 18 months of permanent employment.

SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: Karen.bush@niagarafallsny.gov