NEW: 1-10-99

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Electrical Inspection Supervisor	CODE: 24135C
	MAJOR AGENCIES: Board of Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from higher-level supervisor, supervises, assigns territories to & schedules electrical inspectors, negotiates/mediates issues for resolution between contractor & homeowners regarding construction questions & plan submittals, reviews plans for code compliance & coordinates issuance & finalization of various construction permits with other government offices;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-28	Supervises, assigns territories to & schedules electrical inspectors, negotiates/mediates issues for resolution between contractors & homeowners regarding construction questions & plan submittals, reviews plans for code compliance & coordinates issuance & finalization of various construction permits with other government offices.	Knowledge of (1) supervision/management*, (2) employee training & development*, (3) public relations, (4) applicable electrical standards & building codes; skill in (5) electrical installation & inspection; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) handle sensitive telephone & face-to-face contacts with contractors, homeowners & other government/judicial personnel; (8) establish friendly atmosphere as supervisor of work unit.
2	38-44	Conducts onsite inspections of electrical & building installations for compliance with applicable codes & to assure that safe wiring & building methods are in practice.	Knowledge of 4; skill in 5; ability to 6. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):
Requires travel; may be exposed to high voltage.	Certificate of competency as electrical safety inspector as issued by Board of Building Standards per Section 3783.03 of Revised Code; 6 mos. exp. as Electrical Inspector, 24131 or in equivalent position; must be able to provide own transportation.

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Electrical Inspection Supervisor	CODE: 24135C
	MAJOR AGENCIES: Board of Commissioners	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	22-28	Takes requests for inspections & consulting with contractors on proper wiring methods & construction issues in office.	Knowledge of 3, 4; ability to 7.
4	6-12	Acts as liaison between county prosecutor's office & county building department in prosecuting building code violations; attends court discussions & hearings as necessary; prepares & maintains correspondence, inspection reports, records & files.	Knowledge of 4; ability to 6, 7, 8, (9) prepare & maintain required business related correspondence, records, reports & files.

(*) Developed after employment.