

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Electrical Inspection

SERIES NO.:

2413

MAJOR AGENCIES:

Industrial Relations

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the electrical inspection occupation is to inspect electrical installations to ensure compliance with electrical standards & specifications.

At the first full performance level, incumbents perform inspections of electrical installations of public & commercial buildings, subject to periodic checks by immediate supervisor, as non-certified inspectors. Use of this class level can not exceed 180 days from employee's date of hire. Further, it may only be used for applicants who meet Section 3783.03 (B) (3), (4) or (5) of Ohio Revised Code and are waiting to take and pass the certificate of competency examination.

At the second full performance level, incumbents perform inspections of electrical installations of public & commercial buildings & assist in training building inspectors as certified inspectors.

At the supervisory level, incumbents supervise electrical inspectors & assist with large, non-routine electrical projects.

CLASS TITLE:

Interim Electrical Inspector

CLASS NUMBER:

24130

EFFECTIVE DATE:

03/22/1992

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of electrical safety guidelines & government regulations in order to ensure compliance during building construction by conducting inspections as non-certified electrical safety inspector (i.e., employment in this classification shall not exceed 180 days from date of hire).

CLASS TITLE:

Electrical Inspector

CLASS NUMBER:

24131

EFFECTIVE DATE:

03/22/1992

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of electrical safety guidelines & government regulations in order to ensure compliance during building construction by conducting inspections as certified electrical safety inspector.

CLASS TITLE:

Electrical Inspection Supervisor

CLASS NUMBER:

24135

EFFECTIVE DATE:

03/22/1992

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of electrical safety guidelines & government regulations in order to supervise electrical inspectors & assist with large, non-routine electrical projects/inspections.

CLASS TITLE: Interim Electrical Inspector	CLASS NUMBER: 24130	BARGAINING UNIT: 07
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EFFECTIVE DATE:
03/22/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

With periodic checks by immediate supervisor, performs technical field inspections of public & commercial buildings to ensure compliance with electrical standards of Ohio Administrative Code & approved electrical specifications, coordinates inspections with building inspectors during course of building construction when needed, provides consultative services to local health officials concerning code requirements & safety practices, informs owner &/or contractor of violations of electrical codes on their structures or plans, recommends changes to meet requirements & offers assistance to alleviate problems as non-certified electrical safety inspector.

Prepares & submits inspection reports, weekly reports & other correspondence; attends meetings & training seminars to keep abreast of current regulations; testifies at adjudication order hearings; maintain files on projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electrical safety guidelines & government regulations; public relations*; electrical inspection practices & procedures*. Skill in electrical installation & inspection; operation of motor vehicle. Ability to understand system of mechanical procedures; define problems, collect technical data & determine violations of electrical codes; read & interpret building plans, electrical specifications & trade manuals; handle sensitive contacts & inquiries with public & government officials; prepare inspection reports & maintain accurate records.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Per Section 3783.03 (B)(3), (B)(4) or (B)(5) of Ohio Revised Code, must have 4 yrs. exp. as building inspector trainee of electrical systems, or has been journeyman electrician or its equivalent for 6 yrs. (i.e., completion of apprenticeship program), or is graduate electrical engineer & registered by State of Ohio; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully pass examination for certificate of competency as electrical safety inspector within 180 days from date of hire. Failure to successfully pass certificate of competency examination, after two attempts within 180-day probationary period, shall automatically result in removal. Employees who successfully pass certificate of competency examination within probationary period shall automatically be reassigned to Electrical Inspector, 24131.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather & high voltage.

CLASS TITLE: Electrical Inspector	CLASS NUMBER: 24131	BARGAINING UNIT: 07
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EFFECTIVE DATE:
03/22/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As certified electrical safety inspector, performs technical field inspections of public & commercial buildings to ensure compliance with electrical standards of Ohio Administrative Code & approved electrical specifications, coordinates inspections with building inspectors during course of building construction when needed, provides consultative services to local health officials concerning code requirements & safety practices, informs owner &/or contractor of violations of electrical codes on their structures or plans, recommends changes to meet requirements & offers assistance to alleviate problems.

Prepares & submits inspection reports, weekly reports & other correspondence; attends meetings & training seminars to keep abreast of current regulations; testifies at adjudication order hearings; maintain files on projects; assists in training building inspectors to develop their electrical knowledge.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electrical safety guidelines & government regulations; employee training & development*; public relations*; electrical inspection practices & procedures*. Skill in electrical installation & inspection; operation of motor vehicle. Ability to understand system of mechanical procedures; define problems, collect technical data & determine violations of electrical codes; read & interpret building plans, electrical specifications & trade manuals; handle sensitive contacts & inquiries with public & government officials; prepare inspection reports & maintain accurate records.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of competency as electrical safety inspector as issued by Board of Building Standards, per Section 3783.03 of Revised Code; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather & high voltage.

CLASS TITLE: Electrical Inspection Supervisor	CLASS NUMBER: 24135	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/22/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises assigned electrical inspectors, trains & accompanies electrical inspectors, on rotational basis, to observe & evaluate their performance, assists electrical inspectors with large, non-routine electrical projects, advises electrical inspectors of code changes, conducts inspections of fires or explosions & mediates disputes over code interpretations.

Prepares & submits inspection reports, weekly reports & related correspondence; reviews reports submitted by inspectors; confers with contractors, electricians, architects, home operators & local health officials on violations, code enforcement & interpretation; delivers talks on interpretation & enforcement of code; testifies at adjudicative hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electrical safety guidelines & government regulations; employee training & development; supervisory principles/techniques*; public relations; electrical inspection practices & procedures. Skill in electrical installation & inspection; operation of motor vehicle. Ability to understand system of mechanical procedures; interpret & review inspection reports, building plans & electrical specifications; use algebra; handle sensitive contacts with professional builders, government officials & code violators; define problems, determine code violations, & mediate code interpretation.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of competency as electrical safety inspector as issued by Board of Building Standards, per Section 3783.03 of Revised Code; 3 mos. trg. or 3 mos. exp. in employee training & development; 3 mos. trg. or 3 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in electrical inspection practices & procedures; valid driver's license.

-Or 6 mos. exp. as Electrical Inspector, 24131.

-Or equivalent of Minimum Qualifications for Employment noted above can substitute only for the experience cited in first option of Minimum Class Qualifications, but not for required certificate.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather & high voltage.