

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Electrical Inspection

SERIES NO.:

2413

MAJOR AGENCIES:

Department of Commerce Only

EFFECTIVE DATE:

05/27/2018

SERIES PURPOSE:

The purpose of the electrical inspection occupation is to conduct inspections of new construction sites, alterations & additions to existing buildings & changes in occupancy of existing structures to ensure safety & - compliance with state building codes & Standards to report any violations deemed necessary.

At the developmental level, incumbents perform inspections of electrical installations of public & commercial buildings under supervision as non-certified inspectors.

At the full performance level, incumbents perform inspections of new construction sites, alterations & additions to existing buildings & changes in occupancy of existing structures as a certified electrical inspector.

At the supervisory level, incumbents provide supervision, train & assist electrical inspectors statewide & assist with large, non-routine electrical projects.

JOB TITLE

Electrical Safety Inspector Trainee

JOB CODE

24130

EFFECTIVE

5/27/2018

PAY GRADE

28

CLASS CONCEPT:

The developmental level class works under close supervision & requires considerable knowledge of electrical safety guidelines, government regulations & business office software in order to receive training & assist in conducting inspections as non-certified Electrical Safety Inspector.

JOB TITLE

Electrical Safety Inspector

JOB CODE

24131

EFFECTIVE

5/27/2018

PAY GRADE

31

CLASS CONCEPT:

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

JOB TITLE

Electrical Safety Inspection Supervisor

JOB CODE

24135

EFFECTIVE

5/27/2018

PAY GRADE

13

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of electrical safety guidelines, government regulations, electrical trade, practices & procedures, computer software & supervisory principles/techniques in order to supervise lower-level electrical safety inspectors on statewide basis.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Electrical Safety Inspector Trainee	24130	07	5/27/2018	28

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.)

Receives training by assisting in field inspections of public & commercial buildings to ensure compliance with approved plans, electrical standards of Ohio Administrative Code & approved electrical specifications, coordinates inspections with building & plumbing 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 & standards on their structures or approved plans, recommends options to meet requirements & offers assistance to alleviate problems as non-certified Electrical Safety Inspector.

Learns to review construction documents approved by the Bureau for new construction, alterations or changes of occupancy to existing facilities, ensures construction documents comply with electrical codes & all phases of construction follow approved specifications & plans.

Consults with building owners, architects, contractors & local officials concerning violations found at construction sites or at existing buildings.

Completes inspection reports electronically (e.g., monthly, expense, activity, vehicle); maintain files of records & information related to electrical inspections (e.g., annual inspection; licensing & certification); operates motor vehicle to travel throughout the state to learn to inspect buildings)

MAJOR WORKER CHARACTERISTICS:

Knowledge of electrical safety guidelines & government regulations, electrical inspection practices & procedures, Ohio building codes & statutes concerning new construction, alterations, additions & changes in occupancy of existing structures*; techniques, tools & principles involved in production of construction documents; customer service standards. Skill in electrical installation & inspection; operation of tablet using business office software*; operation of motor vehicle. Ability to understand system of mechanical procedures; define problems, collect technical data & determine violations of electrical codes & recommend corrective action; gather, collate & classify information about data, people or things; read & interpret building plans, electrical specifications & trade manuals; handle sensitive contacts & inquiries with public & government officials; prepare inspection reports & maintain accurate records; bend stretch, twist or reach with body, arms & legs; lift, push, pull or carry objects up to 35 pounds.

(*)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.

Please note: an agility assessment will be conducted to ensure capability to endure hazardous elements of this position

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

Must successfully pass examination for certificate of competency as electrical safety inspector within 365 days from date of hire. Failure to successfully pass certificate of competency examination, after two attempts within 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; climbs ladder to conduct inspections; exposure to high voltage, inclement weather, loud noises, dust & various elements & hazards normally associated with construction sites.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Electrical Safety Inspector	24131	07	5/27/2018	31

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.)

Independently as certified electrical safety inspector, conducts statewide inspections of public & commercial buildings electrical systems & equipment including operation, new installations, alterations, additions to existing system & changes of occupancy to existing systems to ensure compliance with electrical standards of Ohio Administrative Code & approved electrical plans, safety & licensing with state building codes & statutes, regulations; performs electrical inspections as result of public complaints, upon request from other state agencies & as results of natural or man-made disasters, prepares required inspection reports, determines violations, issues written notices of code violations requiring correction action & makes recommendations for issuance of adjudication orders to stop construction or to correct violations & offers assistance to alleviate problems & assists in training of non-certified electrical safety inspectors.

Reviews construction documents approved by the Bureau for new construction, alterations or changes of occupancy to existing facilities, ensures construction documents comply with electrical standards & building codes & all phases of construction follow approved specifications & plans.

Consults with building owners, architects, contractors & local officials concerning violations found at construction sites or at existing buildings & offers recommendations to alleviate problems.

Completes inspection reports electronically (e.g., monthly, expense, activity, vehicle); maintain files of records & information related to electrical inspections (e.g., annual inspection; licensing & certification); operates motor vehicle to travel throughout the state to inspect buildings); testifies at administrative hearings regarding violations of electrical codes, law, regulations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electrical safety guidelines & government regulations, electrical inspection practices & procedures, Ohio building codes & statutes concerning new construction, alterations, additions & changes in occupancy of existing structures*; techniques, tools & principles involved in production of construction documents; customer service standards. Skill in electrical installation & inspection; operation of tablet using business office software*; operation of motor vehicle. Ability to understand system of mechanical procedures; define problems, collect technical data & determine violations of electrical codes & recommend corrective action; gather, collate & classify information about data, people or things; read & interpret building plans, electrical specifications & trade manuals; handle sensitive contacts & inquiries with public & government officials; prepare inspection reports & maintain accurate records; bend stretch, twist or reach with body, arms & legs; lift, push, pull or carry objects up to 35 pounds.

(*)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.

Please note: an agility assessment will be conducted to ensure capability to endure hazardous elements of this position

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

Must maintain status as a Certified Electrical Safety Inspector to include fulfilling the requirements for Continuing Education within the specified time period of their most recent certification. Such continuing education should be balanced between building code knowledge and training, general construction industry information, technology advancements in construction materials and techniques, and computer utilization using associated applications.

UNUSUAL WORKING CONDITIONS:

Requires travel; climbs ladder to conduct inspections; exposure to high voltage, inclement weather, loud noises, dust & various elements & hazards normally associated with construction sites.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Electrical Safety Inspector Supervisor	24135	EX	5/27/2018	13

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 & trains all Electrical Safety Inspectors within assigned district, accompanies inspectors on rotating & observes performance to ensure inspectors carry out duties in accordance with codes & standards set by Division of Industrial Compliance (e.g., monitors inspection procedures, reading of construction documents, public relations & handling consultations with architects, contractors & owners), assists other government agencies as directed by the Chief Building Official on inspections of fires or explosions; provides technical assistance to field inspectors in their preparations of reports, interpretation of codes & other related areas, conducts written & oral reviews of inspectors & offers suggestions for their improving performance & acts as mediator to coordinate activities between inspector & public when conflict arises on construction sites involving code interpretation, assist electrical safety inspectors with large, non-routine electrical projects, advises electrical inspectors of code changes, conducts inspections of fires or explosions & mediates disputes over code interpretations.

Conducts field inspections of construction sites on a random basis to ensure inspectors adhere to the provisions of the Ohio building codes (e.g., follow Bureau procedures, inspects projects during all phases of construction to assure compliance with approved construction documents), consults with architects, contractors & owners concerning violations, recommends corrective measures & prepares required records & reports for inspections conducted.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; electrical safety guidelines & government regulations, electrical inspection practices & procedures, Ohio building codes & statutes concerning new construction, alterations, additions & changes in occupancy of existing structures*; techniques, tools & principles involved in production of construction documents; customer service standards. Skill in electrical installation & inspection; operation of tablet using business office software*; operation of motor vehicle. Ability to understand system of mechanical procedures; define problems, collect technical data & determine violations of electrical codes & recommend corrective action; gather, collate & classify information about data, people or things; read & interpret building plans, electrical specifications & trade manuals; handle sensitive contacts & inquiries with public & government officials; prepare inspection reports & maintain accurate records; bend stretch, twist or reach with body, arms & legs; to lift, push, pull or carry objects up to 35 pounds.

(*)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:

Must maintain status as a Certified Electrical Safety Inspector to include fulfilling the requirements for Continuing Education within the specified time period of their most recent certification. Such continuing education should be balanced between building code knowledge and training, general construction industry information, technology advancements in construction materials and techniques, and computer utilization using associated applications.

UNUSUAL WORKING CONDITIONS:

Requires travel; climbs ladder to conduct inspections; exposure to high voltage, inclement weather, loud noises, dust & various elements & hazards normally associated with construction sites.