

## **ELECTRICAL SAFETY INSPECTOR**

The East Central Ohio Building Authority is accepting applications for the position of Electrical Safety Inspector. Candidates must be licensed as an Electrical Safety Inspector by the Ohio Department of Commerce, Board of Building Standards. Residency in Tuscarawas County or Holmes County and dual certification (building inspector) preferred. A valid drivers' license and dependable transportation is required. Compensation is dependant upon qualifications and experience. Benefits include paid holidays, vacation, health insurance and OPERS. Submit resume, references, salary history, drivers' license copy, and Electrical Safety Inspector Certificate copy to: ECOBA, Attn. Building Official, 339 Oxford St., Dover Ohio 44622. Submissions must be received by October 9, 2015.

## **JOB DESCRIPTION**

**JOB TITLE:** Electrical Safety Inspector, Fulltime

**JOB SUMMARY:** Under general supervision of the Building Official, inspects electrical installations to verify conformance with approved construction documents by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1.) Inspects electrical installations during construction or remodeling to enforce the National Electrical Code and other laws and ordinances establishing and maintaining minimum standards for commercial and industrial projects. Inspects the construction and installation of electrical conductors, fittings, devices, and fixtures for light, heat or power service equipment or the installation, alteration, replacement, maintenance, or repair of any electrical wiring and equipment that is subject to the Ohio Building Code.
- 2.) Interprets legal requirements and recommends compliance procedures to contractors, contractors, and owners. Keeps records of inspections and prepares reports for use by administrative or judicial authorities. Issues notices to repair, remove, or refrain from using items found to be unsafe. Completes forms required by Chief Building Official.
- 3.) Other duties may be assigned.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); and six years experience as a journeyman electrician or equivalent; or graduate electrical engineer registered by the state of Ohio; or equivalent combination of education and experience as required by Ohio Board of Building Standards.

#### LANGUAGE SKILLS:

Ability to read and interpret the National Electrical Code (NEC) and other documents and safety rules. Ability to read and comprehend instructions, correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a State of Ohio Board of Building Standards (OBBS) Certificate for "Electrical Safety Inspector." Must complete continuing education training courses as required by the Board of Building Standards to maintain certification. Must possess a valid State of Ohio vehicle operator's license.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

#### POLICIES AND PROCEDURES:

All employees are subject to the Policies and Procedures of the Economic Development and Finance Alliance of Tuscarawas County including a drug and alcohol policy. The Economic Development and Finance Alliance of Tuscarawas County is an Equal Opportunity Employer.