

## CHIEF ELECTRICAL INSPECTOR

### DEFINITION

Manages the District's Electrical Inspection Program by managing the staff responsible for activities related to scheduling, inspecting, and compliance of construction projects, and the testing, repair and certification of District fire alarm systems.

### TYPICAL DUTIES

Directs Electrical Inspection Unit staff in the review of building plans and specifications, electrical design constructability, regulatory analysis and inspection quality assurance to ensure compliance with electrical provisions of related California Building Codes and municipal regulations.

Serves as the Inspection Department's liaison and subject matter expert for electrical scope with internal personnel and external entities such as the power utility companies, Contractors, Architects, Engineers, Fire Authorities, Attorneys and the Local Building Authority to assure conformance to codes, and improve the quality and economy of operations.

Develops and implements the Electrical Inspection Program work methods, standards, and policies for building plan reviews, code enforcement inspection procedures, and program record requirements.

Conducts professional development for Inspection Department and other District staff members about complex electrical matters and regulatory implementation.

Serves as the District representative on Los Angeles Fire Department Regulation No. 4 matters and coordinates with local Fire Authorities and external agencies as appropriate.

Consults with staff and contractors on electrical design constructability, regulatory analysis and inspection quality assurance.

Prepares and presents monthly and annual reports for Facilities Leadership and external regulatory agencies detailing pertinent data and information relating to the respective electrical programs.

Develops specification for contract task orders, contract work confirmation, and manages the contractor invoicing process, approves purchase requisitions for inspection equipment and supplies, and administers professional service contracts.

Addresses inquiries regarding status of electrical inspection and Regulation No. 4 Compliance on maintenance or construction projects

Reviews productivity reports prepared by supervisors and makes reassignments to ensure work is completed in a timely and efficient manner.

Gathers and analyzes data to prepare Electrical Inspection program budget and maintains responsibility for fiscal controls and cost management, and resolves issues related to service charges and corresponding funding sources.

May receive evening and weekend emergency calls and initiate appropriate action.

May assist in providing design reviews as requested for conformance with applicable codes and regulations.

May act in place of a higher-level supervisor or manager in case of absence.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Chief Electrical Inspector manages the staff responsible for supervising activities related to scheduling, inspecting, and ensuring compliance of construction projects with appropriate codes and regulations, in addition to the testing, repair and certification of fire alarm systems in District facilities.

A Deputy Chief Building/Construction Inspector assists in the overall administration and daily planning of Inspection Department activities such as planning, organizing, and directing the activities of the Inspection Department of the Maintenance and Operations Branch of the Facilities Services Division and acts as agent of the school district directing and managing the inspectors and inspection program, and acts for the Chief Building/Construction Inspector in case of absence.

A Supervising Electrical Inspector plans, directs, and supervises the personnel and activities of the Electrical Inspection Unit that is responsible for inspection of electrical installations on new construction projects and alterations, improvements, and rehabilitations of existing facilities for compliance with contract documents, and the testing, repair and certification of fire alarm systems at District facilities. The Supervising Electrical Inspector also provides clarification on contracts, plans, applicable codes and regulations, and District policies to lower-level employees.

## SUPERVISION

General direction is received from the Chief Building Construction Inspector or Deputy Chief Building Construction Inspector. Supervision is exercised over Supervising Electrical Inspectors and other Electrical Inspection Unit personnel. Technical interpretation and direction is given to architects, engineers, contractors, and other project-related staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- National, State, and local electrical codes and regulations
- Los Angeles Fire Department Regulation No. 4 requirements
- Methods, procedures, materials, and tools of the electrical trade
- Established standards and specifications for electrical materials and pertinent safety orders issued by the California Department of Industrial Relations, Division of Occupational Safety and Health
- General building construction practices
- Principles pertaining to the interpretation of plans and specifications and the documentation of related deviations
- School design and construction processes including contract administration
- Professional service agreements, bidding documents, and contractual requirements applicable to California Public School construction
- Construction, schedule management, and budgeting
- Division of the State Architect (DSA) certification requirements, process, and project closeout requirements
- Principles of organization, management and supervision
- Microsoft Word and Excel

### Ability to:

- Analyze situations, identify problems, and recommend solutions
- Plan, coordinate, and provide leadership in the inspection of electrical systems districtwide
- Provide effective delegation of multiple operations and evaluate operational effectiveness of District staff and contractors
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
- Compile and analyze complex data
- Conduct meetings and provide effective leadership to the project team, and public and private sector personnel
- Work effectively with internal and external stakeholders
- Communicate effectively, both orally and in writing

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull, and safely lift and carry items weighing up to 50 pounds  
Ability to work safely in confined spaces and uneven surfaces, and at heights  
Ability to work in extreme temperatures and adverse weather conditions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an Associate's degree in Architecture, Engineering, Construction Technology, Construction Trade (Electrical), Business Administration, or Public Administration. Completion of a recognized electrical apprenticeship or equivalent. Completion of Organizational Excellence's Exceptional Supervisor Certificate Program is preferable.

Experience:

Five years of experience as an electrical inspector in a public jurisdiction or on California Public School construction projects, responsible for the owner's or municipality's quality assurance with electrical installations, fire signal construction, or fire signal certification. Two years of this experience must include supervising staff responsible for electrical inspection.

Special:

A valid California Driver License.  
Use of an automobile.

The following certifications are highly preferable:

A valid International Code Council (ICC) Certificate as a Commercial Electrical Inspector  
Certification as a Los Angeles Fire Department Regulation No. 4 Certified Tester for Complex Fire Alarm Systems and Central Stations

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
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