

SUPERVISING ELECTRICAL INSPECTOR

DEFINITION

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

TYPICAL DUTIES

- Oversees the scheduling, assignment, and training of Senior Electrical Inspectors and Electrical Inspectors conducting electrical inspections.
- Provides input for job specifications and working drawings.
- Supervises and participates in inspecting facility installations for proper performance, efficiency, maintenance, and safety requirements; analyzes faulty equipment; and identifies areas requiring correction.
- Clarifies plans and specifications and secures interpretations from engineers, commissioned architects, and personnel from the Facilities Services Division and the Office of the General Counsel.
- Obtains decisions on interpretations of contract documents from project design professionals.
- Prepares documentation and exhibits for the Office of the General Counsel and provides testimony in response to lawsuits and construction delay claims.
- Verifies electrical equipment tests and grounding reports.
- Verifies and signs affidavits that construction complies with State, national, and local requirements.
- Prepares monthly and special reports on various contract electrical work and on other related information such as personnel, work instructions, and descriptions of required tasks.
- Meets with representatives of regulatory agencies such as local fire departments, the Division of the State Architect (DSA), CAL-OSHA, and local utility companies to assist in resolving conflicts with code interpretation or design requirements.
- Oversees the professional development of Senior Electrical Inspectors and Electrical Inspectors on methods of electrical inspection and relevant new regulations.
- Attends pre-bid meetings, job start meetings, and final inspections.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Electrical Inspector supervises and coordinates personnel and the work of the Electrical Inspection Unit on contract school construction projects; conducts final electrical inspections; and verifies compliance with State, national, and local requirements.

The Chief Electrical Inspector manages the staff responsible for supervising the Electrical inspection department. Directs the inspection of construction projects along with fire alarm testing certification of school facilities and advises on District requirements and policies with regard to construction.

A Senior Electrical Inspector assists the Supervising Electrical Inspector in planning the activities of the Electrical Inspection Unit and supervises Electrical Inspectors in the inspection of ongoing and completed electrical jobs.

SUPERVISION

General supervision is received from the Chief Electrical Inspector or designee. General supervision is exercised over Senior Electrical Inspectors and Electrical Inspectors.

CLASS QUALIFICATIONS

Knowledge of:

- National, State, and local electrical codes and regulations
- 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
- Methods of estimating materials and labor costs
- Principles of supervision and staff development
- Microsoft Word and Excel

Ability to:

- Recognize, analyze, and deal effectively with problems and issues
- Detect faulty and improper materials and poor work quality
- Establish and maintain rapport with architects, engineers, contractors, and representatives of regulatory agencies
- Communicate effectively, both orally and in writing
- Operate an office computer and associated peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, and pull
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to climb ladders up to 50 feet
- Normal color perception
- Ability to work in extreme temperatures
- Hand and finger dexterity to operate tools and equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by completion of college-level courses in electrical engineering or construction.

Completion of a recognized electrical apprenticeship or trade school program in electrical construction is preferable.

Completion of Organizational Excellence's Exceptional Supervisor Certificate Program is preferable.

Experience:

Three years of experience as an Electrical Inspector or Senior Electrical Inspector assigned to District projects approved by the Division of the State Architect.

OR

Three years of experience as an ICC California commercial electrical inspector or equivalent inspecting the installation and repairs of large commercial or industrial systems and four years of journey-level experience as an electrician that included the installation and repair of large commercial or industrial systems.

Special:

A valid California Driver License.

Use of an automobile.

Certification by ICC as a California Commercial Electrical Inspector is preferable.

SPECIAL NOTE

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

The 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.

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