

CHAIRPERSON, PUTNAM COUNTY ELECTRICAL BOARD

DISTINGUISHING FEATURES OF THE CLASS: The Chairperson of the Putnam County Electrical Board is responsible for ensuring the effective and efficient operation of the Putnam County Electrical Board. Work is performed under general supervision of the County Executive. Supervision and/or direction is exercised over code enforcement and clerical staff. Backup supervisory responsibility is exercised over the clerical staff of the Putnam County Plumbing Board. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees the operation of the Putnam County Electrical Board in accordance with the Putnam County Charter, the Rules & Regulations of the Putnam County Electrical Board, and all applicable laws, regulations and rules;
Calls monthly and special meetings of the Putnam County Electrical Board;
Conducts the day to day business of the Electrical Board;
Issues such documents as licenses, renewals, violation notices, and appearance tickets;
Attempts to resolve a variety of complaints made by the public regarding such problems as substandard work, unlicensed work, or work paid for but not completed;
Supervises the staff of the Electrical Board;
Acts as backup supervisor to the staff of the Putnam County Plumbing Board;
Attends Legislative Rules Committee Meetings as directed;
Conducts field visits relative to the work of the Electrical Board;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of New York State and Putnam County Electrical licensing laws; thorough knowledge of the practices, techniques, terminology and tools used by electricians; thorough knowledge of the New York State Open Meetings Law; sound professional judgment; ability to communicate effectively, both orally and in writing; integrity; resourcefulness; tact; courtesy.

MINIMUM QUALIFICATIONS: The incumbent of this position must be a Putnam County licensed electrician, and meet the requirements for Putnam County Electrical Board membership as contained in the Putnam County Charter at Section 145-4.