

ELECTRICAL INSPECTOR/LICENSING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for activities involved with electrical inspection from plan review to onsite inspections. Duties include review of plans for residential, commercial, and industrial electrical installation and repairs to ensure compliance with all electrical regulations and codes, including the New York State Uniform Fire Prevention and Building Code, onsite inspections of new and existing wiring to ensure installation meets approved plans, all applicable codes, and established safety standards, assisting and advising the general public in matters related to code requirements, communicating with contractors, engineers, public utilities and architects, to ensure code application is clear, and that all pre-construction problems are corrected and ensure project coordination. Additional duties include enforcement of the Putnam County electrical licensing laws which require electricians who conduct business in Putnam County to receive their license through the County Board of Electrical Examiners, as well as investigation work in responding to complaints on violations of the electrical licensing laws which could result in the issuance of stop work orders and appearance tickets to violators. Duties also include preparation and maintenance of all necessary documentation and case reports. Work is performed under general supervision. Perform related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects and tests residential, commercial, and industrial electrical installation and repairs;
Investigates complaints from homeowners about licensed and non-licensed electricians having performed allegedly unsatisfactory work;
Investigates reports of electricians working without licenses;
Tests electrical lines to ensure proper functioning;
Investigates complaints of violations of electrical codes;
Performs final inspections upon completion of electrical projects;
Enforces the electrical licensing laws as prescribed by Putnam County Local Law;
Conducts independent field investigations of suspected electrical licensing law violations;
Conducts field visits to ascertain that work is performed by a licensed electrician;
Conducts field visits to ascertain if job was properly filed with the Board of Electrical Examiners;
Issues stop work orders and appearance tickets to violators and participates in justice court proceedings to assist in the prosecution of violators;
Assists with the imposition and collection of finds for violations of the licensing laws;
Approves or disapproves projects and prepares appropriate documentation;
Discusses electrical installation with contractors, property owners and interested parties, to explain and interpret electrical codes and standards;
Checks decals issued by the Putnam County Board of Electrical Examiners for each vehicle used in the course of a licensee's business;
Prepares written reports regarding projects, conditions, actions taken, and recommendations for further actions;
Must attend Board of Electrical Examiners meetings to report and apprise the board of all activities, etc.
May attend County committee and/or Legislative meetings, as well as Town and/or Village meetings relative to the Putnam County Electrical

ELECTRICAL INSPECTOR/CODE ENFORCEMENT OFFICER (cont'd)

Licensing Law or other activities of the Putnam County Board of Electrical Examiners;

Maintains records, files, etc. required to document work-related activities for the Putnam County Board of Electrical Examiners;

Performs a variety of related duties 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, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State and Putnam County electrical licensing laws, national electrical codes, rules, ordinances, standards, and all other rules, regulations or codes regulating the installation of electricity; thorough knowledge of methods and practices involved in installing, repairing and maintaining of a variety of electrical installations, equipment and appliances; thorough knowledge of possible defects and faults in electrical systems and appliances, and of standard testing practices; thorough knowledge of the codes and regulations governing electrical installations in the county; knowledge of the methods and practices in constructing and installing a variety of electrical equipment; knowledge of the methods and materials in current use by the construction industry; ability to detect and locate defective wiring and to ascertain the required remediation; ability to read and interpret electrical construction plans and specifications; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to keep records and to write reports; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and four(4)years experience as a Master Electrician: or
- b) Graduation from high school or possession of a comparable diploma and seven(7)years experience in the electrical trade, which shall have included electrical inspection and certification in commercial and residential inspections: or
- c) An equivalent combination of training and experience as described in (a) and (b) above.

SUBSTITUTION NOTE: Post-secondary level courses in an electrician program at a trade school accredited, registered, or licensed by the New York State Education Department may be substituted for one (1) year of the required experience on a year for year basis.

SPECIAL REQUIREMENTS:

1. All code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required to complete prescribed code enforcement training courses as set forth in Title 19 (NYCRR) of the State of New York Department of State Codes, Rules and Regulations, Part 434 - "Minimum Standards for Code Enforcement Personnel." The certified basic training program, including all required subject areas as set forth in §434.6, as well as any requirements specified in §434.5, must be completed within one year of initial appointment.
2. All code enforcement personnel shall annually receive a minimum of 24 hours of in-service training as set forth in Title 19 (NYCRR) Part 434 §434.7 in each calendar year following the year in which certified basic training was successfully completed.
3. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.