

ELECTRICAL LICENSING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this position is responsible for the enforcement of the Putnam County electrical licensing law(s) which require electricians who conduct business in Putnam County to receive their license through the County Board of Electrical Examiners. This position requires extensive investigation work in responding to complaints or violations of the Licensing Laws. The Electrical Licensing Enforcement Officer has enforcement powers that include issuing stop work orders and appearance tickets to violators. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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 fines for violations of the licensing laws;  
Checks decals issued by the Putnam County Board of Electrical Examiners for each vehicle used in the course of a licensee's business;  
May 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 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 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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of New York State and Putnam County Electrical Licensing Laws; good knowledge of the practices,

techniques, terminology and tools used by electricians; ability to establish and maintain effective working relations with County and local officials in coordinating regulatory issues related to the licensing of electricians; ability to communicate effectively, both orally and in writing; ability to prepare reports and present clear, factual information; ability to deal effectively with the public; good judgment, independent initiative, tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and either:

- a) Four (4) years experience as a Master Electrician; or
- b) Six (6) years of experience which shall have involved investigative functions; or
- c) Six (6) years of experience which shall have involved code enforcement;
- d) An equivalent combination of a), b) and c) above.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.