

ELECTRICAL INSPECTOR

DEFINITION: Under general supervision, performs journey level electrical technician work of substantial complexity; designs, drafts, test, inspects and monitors installation of electrical wiring lines, fixtures, power and control circuits and pertinent electrical equipment; serves on the staff of a centralized construction activity serving in the capacity of chief inspecting agent for the Navajo Nation where installation of electrical wiring and power is taking place with new or existing buildings; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Produces computer generated plans involving the design, drafting, and installation of exterior and interior electrical wiring and power for residential homes, commercial buildings and industrial sites; reviews plans submitted by contractors, architects, electricians, etc. for conformance with prescribed engineering standards and applicable building and electrical codes and ordinances; prepares specifications and cost estimates of materials and equipment; advertises and receives bid; negotiates and determines contract amounts; reviews and amends contracts as needed; holds pre-construction meetings.

Visits construction sites and inspects electrical installations; checks for accuracy of electrical loads, demand factors and number of circuits to ensure circuits are capable of operating without overloads; inspects electric wiring, fixtures, and equipment, and issues notices to repair and remove items found to be in noncompliance with prescribed specifications, codes and ordinances; interprets legal requirements and recommends compliance procedures to contractors; provides technical assistance to other tribal professional and technical staff; prepares reports for use by administrative authorities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of National Electrical Code (NEC), National Electrical Safety Code (NESC), National Fire Prevention Agency (NFPA), Occupational Safety and Health Act (OSHA), and other applicable state, county and tribal regulations.

Knowledge of inspection practices and procedures as they relate to electrical systems.

Knowledge of construction practices and techniques.

Knowledge of engineering plans, maps, and specifications.

Knowledge of computer hardware, software and peripherals related to area of assignment.

Knowledge of computer assisted drafting and design practices and methods.

Skill in utilizing computer software to develop designs, drafting, maps and reports.

Skill in developing specifications and projecting cost estimates.

Skill in establishing and maintaining effective working relationships.

Ability to develop general cost figures for materials.

Ability to read and interpret engineering and architectural plans, and specifications.

Ability to apply good judgment in the inspection situation.

Ability to use testing instruments.

Ability to communicate effectively both orally and in writing with others.

Ability to compute construction costs and to negotiate contracts.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying materials, equipment and supplies weighing up to 50 pounds; climbing ladders, pulling conduit through walls; crawling, kneeling and working in confined spaces.

MINIMUM QUALIFICATIONS: Two (2) or more years of college education in Electrical Engineering and completion of a bonafide apprenticeship program of four (4) years or 8000 hours; eight (8) years experience in residential, commercial and industrial wiring with increasing responsibility with experience in the installation, maintenance, troubleshooting, and repair of electrical systems and equipment.

SPECIAL REQUIREMENTS: Must possess a Journeyman Electrician certificate and within one (1) year of employment obtain a certificate in Arizona, New Mexico, or Utah as an Electrician Inspector.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.