

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: ELECTRICAL INSPECTOR**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: CHIEF BUILDING INSPECTOR**

**JOB CODE: 1620**  
**DATE: 2/08**

**JOB SUMMARY:**

Reviews construction plans and specifications, issues permits, and inspects electrical installations to ensure compliance with city, state, and national codes and regulations. Supervises electricians and assists contractors and property owners in code requirements. Serves as an educator in this field, and fosters a team effort within the department.

**ESSENTIAL JOB FUNCTIONS:**

Inspects all electrical work performed in the city for compliance with the National Electric Code; instructs violators regarding proper methods; rechecks to confirm compliance.

Works with homeowners and electricians regarding proper installation methods and materials.

Responds to questions regarding the interpretation of codes, permit fees, scope of electrical inspections, safety complaints, and education; enters inspection data to project tracking database.

Completes electrical and compliance site inspections; assists in fire investigation and in the restoration of power to fire-damaged buildings; completes pre-site visits with architects, engineers, and electricians; performs housing compliance inspections.

Assists customers with electrical permits; provides information regarding fees and processes.

Assists in the duties of Plumbing and Building Inspectors as necessary.

Reviews plans and inspects fire alarm systems.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment                      Computer                      Meg Meter  
Amp. Probe  
Various Codes, Ordinances, Manuals, and Handbooks

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school, and

Four years or more of related experience, 576 hours of classroom time and 15 hours up-date every code cycle (3 years), or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

New Hampshire Master Electrician License.

IAEI Certification.

IBC Certification.

Valid New Hampshire Driver's License. Must use personal inspected, insured, and maintained vehicle.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

National Electrical Code and IBC Basic Building Code.

Ability to examine blueprints and electrical diagrams to determine compliance.

Principles and functions of electrical theory.

Operation of electronic and electrical equipment used in system operations.

Computer hardware, software, and applicable languages.

Federal, state, and local laws and regulations relating to electrical operations.

**Skill in:**

Communicating clearly and effectively with others.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting deadlines, and completing tasks and assignments independently.

Locating and detecting violations and defects.

Performing maintenance and repair on electrical and electronic equipment.

Reading and interpreting technical manuals and information.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with others.

Read and interpret electrical diagrams, construction plans, and drawings.

Apply basic mathematical concepts and formulas related to electrical load calculations, resistances, currents, power differentials, etc.

Read, analyze, and interpret professional periodicals and journals, technical procedures, governmental regulations, laboratory and testing agency results and certifications, manufacturers' installation instructions, specifications and product application sheets, and construction codes.

Deal with problems involving numerous variables in both standardized and unique situations.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office, outdoors, and at inspection sites.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather.

The work requires the use of protective devices such as masks, goggles, or gloves.