

City of Allentown  
Position Description

Class Title: **ELECTRICAL INSPECTOR**  
Grade Number: 18M  
Department: COMMUNITY & ECONOMIC DEVELOPMENT  
Bureau: BUILDING STANDARDS & SAFETY  
Union: SEIU

GENERAL PURPOSE

Performs a variety of skilled inspections work to ensure structures are free of hazardous electrical installations and are in compliance with the Uniform Construction Code of the Commonwealth of Pennsylvania. Duties include determining proper number of services, proper location of services, adequacy of emergency systems, proper service size, proper over-current protection, special use applications and proper conductor size and application. Works with the Plans Examiner relative to electrical code requirements during plans review process. Employees routinely work independently in the field making decisions requiring independent judgment.

SUPERVISION RECEIVED

Works under the supervision of the Construction Codes Superintendent.

SUPERVISION EXERCISED

May exercise supervision over no one.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Makes inspections of new and existing wiring and electrical installations for conformance with safety standards, laws and ordinances.
- Checks plans and workmanship to see that electrical work complies with ordinance and regulations and recommends methods for improvement.
- Checks existing wiring installations prior to the installation of additional special electrical devices in order to determine the ability of the original wiring to carry the additional load without danger.
- Instructs electricians as to the proper location of incoming services and wiring centers
- Prepares reports and maintains records of work performed
- Serves as member of the Electrical Examining Board
- Coordinates electrical inspections with other code enforcement inspectors and electricity suppliers (PPL)
- May be part of the Bureau rotation system for building emergencies on nights and weekends.
- Performs other duties as may be required
- Responds to complaints made by other departments and/or agencies
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments

DESIRED MINIMUM QUALIFICATIONS (Tests and/or interviews may be required):

Education and Experience:

- (A) Graduation from high school or equivalent required along with continuing education in electrical field
- (B) International Code Council Certification as a Residential Electrical Inspector and Commonwealth of Pennsylvania Licensure as a Residential Electrical Inspector.
- (C) International Code Council Certification as a Commercial Electrical Inspector and Commonwealth of Pennsylvania Licensure as an Electrical Inspector.
- (D) Future applicants shall possess International Code Council Certification by the Pennsylvania Department of Labor and Industry as an Accessibility Inspector/Plans Examiner or ability to obtain within six (6) months of employment.
- (E) Must have a City of Allentown Master Electrician's or Reciprocal License.

Necessary Knowledge, Skills and Abilities:

- (A) Good knowledge of the methods and practices involved in construction, installing, maintaining and operating a variety of electrical installations equipment and appliances.
- (B) Considerable knowledge of possible defects and faults in electrical wiring and appliances and of standard testing devices and effective corrective measures.
- (C) Ability to interpret and apply City ordinances relating to electrical appliance installations and of national electrical code standards.
- (D) Ability to detect and locate defective electrical wiring and construction or installation when defects are most easily found and remedied.
- (E) Ability to consult with building owners, contractors, electricians and others to effect and maintain satisfactory working relationships on inspections and regulatory matters.
- (F) Ability to understand and work from construction and wiring plans, blue prints, drawings and diagrams.
- (G) Good physical condition.
- (H) Must meet current and future training, certification and continuing education requirements for Electrical Inspectors as established by the Commonwealth of Pennsylvania.
- (I) Experience as a licensed electrician preferably including work on a wide variety of construction and installation jobs and completion of a standard high school or vocational school course, including or supplemented by courses in electricity and mechanics,
- (J) Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- (K) Ability to prepare clear and concise reports;
- (L) Ability to bend, use stairs, climb ladders, work in confined spaces, etc., when necessary
- (M) Ability to establish and maintain effective working relationships with Federal, State and local officials, and the public;
- (N) Ability to successfully coordinate and/or mediate relationships between property owners and contractors in order to facilitate the permit/licensing rehabilitation process.

- (O) Ability to deal courteously and tactfully with the public of the utmost importance
- (P) Ability to establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal with the public is essential

### TOOLS AND EQUIPMENT USED

Requires daily use City vehicle, personal computer and mainframe computer, City-issued cell phone, GFI testers, voltage detectors, electrical screw drivers.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently is exposed to wet or humid conditions, when present. The employee may be exposed to dust and toxic fumes in the field.

The noise level in the work environment is usually moderate to loud.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 9/23/08; 1/13/09; 6/22/09; 2017