

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Electrical Inspector (part time)
Job Code	
FLSA Status	Non-exempt
Pay Grade	PT 119

GENERAL SUMMARY

Performs skilled work involving the inspection of electrical installations for quality workmanship and for compliance with Township regulations, codes and ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Inspects electrical installations while in progress and upon completion. Tests completed work to ensure proper materials were used, to check the quality of workmanship, and to ensure compliances with Bloomfield Township's codes and ordinances. Coordinates inspections with contractors and homeowners.
- Prepares and maintains records and reports of inspections, complaints, and investigations. Communicates with the general public on these matters.
- Works in conjunction with the Building Inspector, Mechanical Inspector, Plumbing Inspector, Fire Marshall, Ordinance Officers, and other Township personnel.
- Aids in the preparation of work schedules. Coordinates work schedules with those of contractors and the general public.
- Informs and assists contractors and the general public on matters related to electrical practices and the rules, regulations, codes, and ordinances governing them.
- Assists the Fire Marshal in fire investigations when necessary.
- Investigates complaints of electrical code/ordinance violations.
- Assists and advises contractors, homeowners, and the general public in preparing permit applications
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree or 2 Years of College from an accredited college with major course work in a related field
- 5 to 7 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

State of Michigan Electrical Inspector and Plan Reviewer, Registered Code Official and Inspector

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Materials, tools, methods, and techniques used for electrical installations according to applicable State and local codes and ordinances
- State and local permitting requirements
- Health and safety hazards arising from faulty electrical connections and systems
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of relevant computer software as necessary

Ability to:

- Read and interpret drawings, plans, blueprints, and specifications
- Communicate effectively orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site			X
Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment		X	

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances		X	
Loud noises (<i>85+ decibels</i>)		X	

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.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	01/31/2022
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