



City of Phoenix

ELECTRICAL PLANS EXAMINER I

JOB CODE 60100

Effective Date: Rev. 1/17

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason that this classification exists is to examine electrical plans for multistory residential, tenant improvements, and small commercial projects to ensure compliance with the City electrical code. Technical advice and assistance may be given to architects, engineers, contractors, and field inspectors in the interpretation of electrical construction plans and the solutions to problems. Work is performed according to requirements of the electrical code under the direction of the Electrical Plans Engineer.

ESSENTIAL FUNCTIONS:

- Reviews and examines complex plans and specifications for compliance with the appropriate City electrical codes;
- Performs engineering computations to analyze electrical systems;
- Identifies inadequacies found in electrical construction documents and specifications and requires that corrections be made to meet the requirements of City codes and engineering standards;
- Responds to inquiries from reviewers, inspectors, architects, engineers, and others regarding City electrical codes;
- Arranges conferences with architects, engineers and electrical inspectors relating to code interpretations and electrical design problems;
- Writes letters, memos, and code compliance reports;
- Recommends changes in codes to resolve design and interpretation problems and to accommodate and control new materials and new design concepts;
- Enters technical data as required for permits or plans information into the computer;
- Reads code update and ordinance changes and attends seminars to keep current with code changes and new ordinances;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



City of Phoenix

- Electrical systems including standard and new materials, installation methods, equipment, and design concepts.
- National Electrical Code, construction codes and related laws and ordinances.
- Code applications for the installation of electrical equipment and systems in buildings.

Ability to:

- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Read and accurately interpret building construction plans and specifications of any complexity.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Work cooperatively with other City employees and the general public.
- Use professional judgment and common sense in the application and enforcement of the intent of code requirements.
- Use graphic instructions, such as blueprints, schematic drawings, layouts or other visual aids.
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Obtaining a combination of discipline specific commercial certifications or licenses may be required for some positions depending on department or section assignment.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in electrical code enforcement that includes inspection of major electrical systems and components in construction projects, supplemented by courses in electrical engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.