



**City of Phoenix**

## **ELECTRICAL PLANS EXAMINER II**

**JOB CODE 60110**

Effective Date: Rev. 1/17

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to examine complex electrical plans for multi-story residential, tenant improvements, and new large construction projects, such as schools, hospitals, and high-rises, for compliance with the City electrical code. Work involves providing technical advice to architects, engineers, and contractors on electrical code conformance problems, and assisting field inspectors in the interpretation of electrical plans and in the solution of unusually difficult code interpretations and design problems. Work includes assisting in the development of electrical construction codes. The responsibility for handling complex and difficult plan review problems differentiates this class from the Electrical Plans Examiner I. Work is performed under the general direction of an Electrical Plans Engineer.

### **ESSENTIAL FUNCTIONS:**

- Reviews and examines complex electrical 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;
- Evaluates tests and other data for suitability of electrical materials and methods of construction or installation;
- Responds to inquiries from plans reviewers, inspectors, architects, engineers and others regarding electrical codes;
- Holds conferences with architects, engineers and electrical inspectors relating to code interpretations and electrical design problems;
- Serves as a member of a code development panel for local and national code revisions or additions;
- Approves alternate methods or materials for code compliance within the scope of authority delegated by the Assistant Planning and Development Director who serves as the building official;
- Acts as section supervisor during his or her absence;
- Recommends changes in codes to resolve design and interpretation problems and accommodate and control new materials and new design concepts;



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- Makes field inspections at construction sites of large projects at the request of electrical inspectors;
- Attends electrical conferences, seminars and classes to keep current on code and ordinance changes and to provide training for department staff;
- Enters technical data as required for permits or plan information into a computer;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Electrical systems including standard and new materials, installation methods, equipment and design concepts.
- Engineering as applied to the design and installation of electrical systems and equipment in major buildings.
- Standard electrical construction materials and design concepts for major structures.
- National Electrical Code, construction codes, and related laws and ordinances.
- Methods and materials of building construction and electrical portions of mechanical equipment.

#### Ability to:

- Use professional judgment and common sense in the application and enforcement of the intent of code requirements.
- Communicate in the English language by phone and in person in a one-to-one or group setting.
- Read and accurately interpret building construction plans and specifications of any complexity.
- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Perform engineering and mathematical calculations and to use engineering devices and reference material.
- Perceive the full range of the color spectrum, such as working with electrical wires.
- 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 cooperatively with other City employees and the general public.



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### **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 require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of experience examining and evaluating electrical plans for multi-story residential, tenant improvements, and small commercial projects to ensure compliance with the City electrical code, and certification as noted above (two years at the level of Electrical Plans Examiner I) supplemented by courses in electrical engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.