



## **City of Phoenix**

# **ELECTRICAL INSPECTIONS FIELD SUPERVISOR**

**JOB CODE 60220**

Effective Date: Rev. 1/17

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

The fundamental reason this classification exists is to supervise the work of a group of Electrical Inspectors I & II in the inspection of electrical systems in commercial and multistory residential buildings and to advise on inspections of more complex installations. Work involves supervising and training Electrical Inspectors I & II in the interpretation of electrical plans and related code requirements and in the solution of construction problems. Supervision, training, solving difficult inspection problems, and mediation of field code or installation problems are the major factors which distinguish this classification from the class of Electrical Inspector II. Work is performed under the general direction of the Electrical Inspections Supervisor.

### **ESSENTIAL FUNCTIONS:**

- Supervises and reviews the work of subordinate Electrical Inspectors I and II for quality and uniformity of inspections;
- Assists inspectors in resolving code interpretation differences between inspectors and builders;
- Distributes the daily work and assigns inspections;
- Conducts and participates in technical training sessions;
- Answers questions, resolves issues, and provides technical advice for City management, builders, owners, and other customers relating to electrical codes and regulations;
- Approves alternate electrical installation 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;
- Conducts probationary and annual employee performance evaluations;
- Ensures inspections are performed in accordance with approved plans and all disciplines;
- Conducts project meetings to ensure inspection coordination or to resolve problems;
- Completes daily, weekly, and monthly activity logs and reports;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



## City of Phoenix

- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of supervision.
- Materials and methods used in installing electrical systems and equipment.
- Fundamental principles of electricity.
- Stages of construction when possible violations and defects may most easily be observed and corrected.
- The National Electrical Code and associated rules, regulations, ordinances and standards.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Determine inspection priorities.
- Detect possible defects and faults in electrical systems and recommend or stipulate appropriate remedial measures.
- Accurately read and comprehend construction plans.
- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Produce written reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Keep accurate records.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Measure distance using a tape measure.
- Bend or stoop repeatedly or continually.
- Travel over rough or uneven surfaces and maneuver around scaffolding, bracing, or other unfinished construction elements.
- Use graphic instructions, such as blueprints, schematic drawings, or other visual aids.
- Ascend and descend ladders or unfinished stairs without handrails and work at heights greater than 10 feet.
- Lift arm above shoulder level while measuring or performing inspections.
- Inspect dark or unlit construction using a flashlight.
- Communicate in the English language by phone or in person in one-to-one or group setting.



## **City of Phoenix**

- Comprehend and make inferences from written material.
- Work cooperatively with other City employees and the general public.
- 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.

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

Two years of experience inspecting and evaluating electrical installations of large or complex commercial and multistory residential buildings to ensure compliance with approved plans, National Electrical Code and related codes and ordinances (two years at the level of Electrical Inspector II). Other combinations of experience and education that meet the minimum requirements may be substituted.