



CITY OF ROSWELL
Equal Opportunity Employer
Code Enforcement
Electrical Inspector

SUMMARY: Under basic supervision, protects the health and safety of the public by enforcing compliance with electrical codes through inspections and detecting violations.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

REQUIREMENTS:

- Reviews construction plans and specifications for compliance with State and City electrical codes and standards of construction; prepares and issues permit if no violations are detected.
- Conducts inspections on residential buildings, and commercial electrical installation for compliance with City and State electrical codes; provides notification of any violations found.
- Researches codes and obtains information for contractors.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent AND four years of experience with industrial, commercial, and residential electrical; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City and Department policies and procedures.
- National Electrical Code.
- Electrical theory.
- Principles and procedures of recordkeeping, reporting and retention.

Skill in:

- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively both verbally and in writing.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard equipment.
- Installing electrical systems.
- Reading and interpreting code and safety requirements.
- Inspecting building and instruction plans for code and safety violations.

LICENSE AND CERTIFICATION REQUIREMENTS:

A New Mexico State Driver's License is required. Must possess JE 98 Journeyman's License, EE 98 Contractor's License, and Certification from the International Code Council, or obtain all three licenses and certifications within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and at various inspection sites. May be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.

PRE-EMPLOYMENT REQUIREMENTS:

This classification requires that a "Pre-Employment Release and Waiver Form" be completed and submitted along with the employment application. Candidates must pass a post-offer, pre-employment limited physical given by a City-designated physician and pass a post-offer pre-employment drug screen administered by a City-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:

Incumbents and candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.