

JOB DESCRIPTION

Benchmark Job #149

Ministry: Municipal Affairs
Branch: Electrical and Elevating Safety
Location: Chilliwack

Working Title: **Electrical Inspector**
Level: Range 24
Classification: Inspector Electrical (Obsolete)

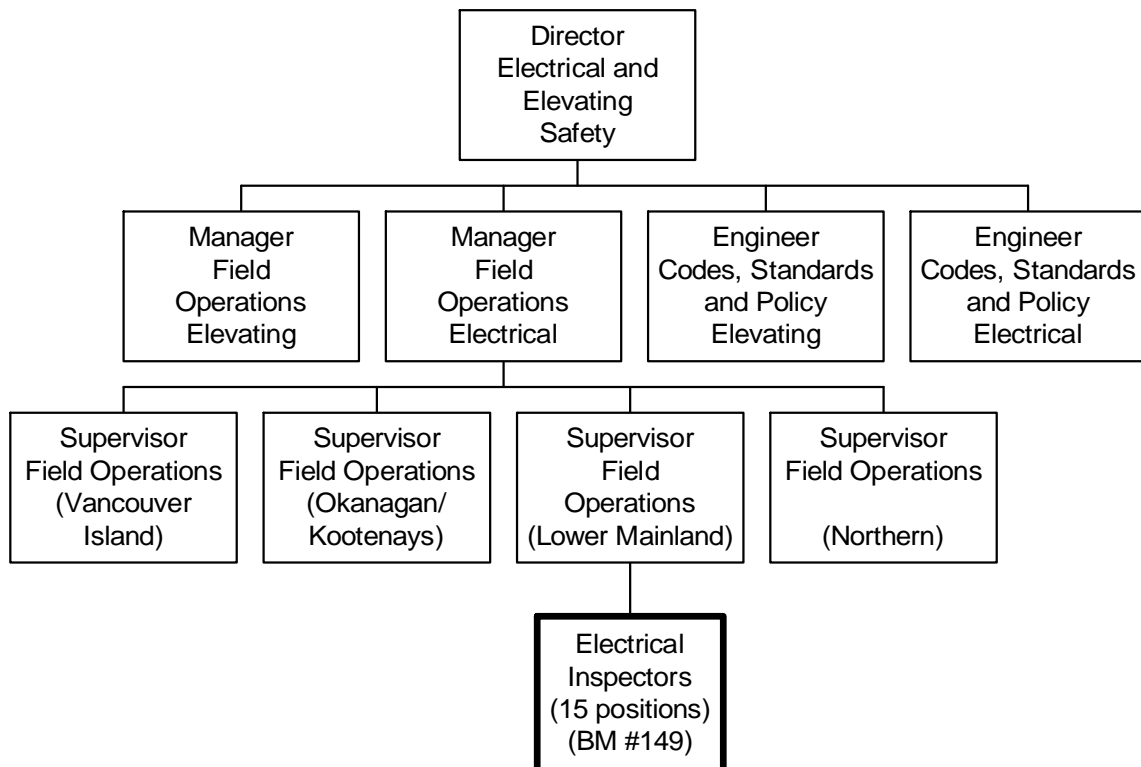
PRIMARY FUNCTION

To conduct inspections on new and existing residential, commercial and industrial electrical installations and systems to ensure compliance with codes and the Electrical Safety Act, to provide information to clients and the general public, encourage and support electrical safety code standards compliance and to perform accident/fire investigations.

JOB DUTIES AND TASKS

1. Performs electrical inspections of new residential, commercial and industrial installations
 - a. examines permit data, plans and calculations to verify that installations conform to codes and applicable regulations
 - b. reviews electrical equipment specifications and conducts inspections of installations to ensure compliance with the Electrical Safety Act codes and standards
 - c. inspects overhead pole lines and communication utilities distribution
 - d. tests ground fault circuit interrupters operation and checks polarity ground system resistance
 - e. authorizes connection/covering of acceptable installations and completes certificate of inspection to approve installation
 - f. documents violations, posts and issues written correction orders and repeats inspections if necessary to ensure compliance
 - g. approves, orders remedial work or rejects electrical installations
2. Inspects residential, commercial and industrial electrical systems
 - a. conducts annual utility, operational and homeowners electrical inspections
 - b. recommends corrective action needed and authorizes disconnection, permit suspensions and stop work orders to ensure compliance and approves non-certified electrical equipment
 - c. consults with Crown Counsel on prosecutions
 - d. assesses special permits and estimates special inspection costs
3. Encourages and supports electrical safety code and standards compliance
 - a. develops training materials for presentations to clients and general public
 - b. organizes and/or provides information at seminars, displays and during public programs
 - c. interprets electrical codes and regulations for clients and provides information to clients on responsibilities and minimum safety standards; responds to enquiries and advises the general public and clients on the interpretation of the Electrical Safety Act
 - d. reviews contractor work and worker certification for adherence to standards and prepares reports for Review Board to report unsatisfactory performance by contractors and their representatives
4. Performs accident and fire investigations
 - a. conducts fire investigations to verify or dismiss electrical cause of origin
 - b. recommends changes to existing regulations as a result of fire and accident investigations
 - c. provides advice and completes documentation to initiate legal proceedings
 - d. provides evidence as an expert witness as required
 - e. enters reports, produces permits and invoices using a computer and submits reports for data gathering purposes
5. Performs other related duties
 - a. operates vehicle and schedules vehicle maintenance and repairs as required
 - b. maintains and updates inspection files and records
 - c. travels away from home to conduct inspections and attend meetings
 - d. reviews equipment innovations and new technology to determine how existing electrical safety standards apply

ORGANIZATION CHART
Benchmark Job #149



REASON FOR CLASSIFICATION

Benchmark Job #149

Job Title: Electrical Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of the electrical trade to inspect residential, commercial and industrial electrical systems and issue stop work orders.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches in working with code requirements and builder needs to conduct inspections of a variety of industrial, commercial and industrial electrical systems to determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use counselling skills to resolve inspection compliance problems with contractors, home owners, engineers, business and public utilities.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform electrical inspections using precision electrical testing instruments and hand tools to test circuits and conductors.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trade standards, inspect residential, commercial and industrial electrical systems and approve operations or make orders to comply with standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine supplementary permit fees and estimate cost of special inspections.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the installation, maintenance and repair of electrical systems and equipment.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give work instructions to support staff.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect residential, commercial, and industrial electrical systems.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and hearing inspect electrical systems and plans to verify compliance to codes and standards.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly work in awkward positions such as crawling in cramped spaces to perform inspections.	D	18
12	SURROUNDINGS Exposure to elements frequently with no shelter.	D	9
13	HAZARDS High level of exposure to hazards from frequently working with or near high voltage electricity during electrical inspections.	E	12

Total Points: 851.5

Level: Range 24