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Job Specification 05046

ELECTRICAL SUB CODE OFFICIAL

DEFINITION:

Under direction of the Construction Official, has the subordinate administrative responsibility for administering the electrical subcode of the State Uniform Construction Code within the concerned jurisdiction, and inspects and/or supervises the inspection of electrical work in construction projects underway to ensure that compliance with plans and specifications approved in accord with the State Uniform Construction Code is achieved; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and approves plans of proposed structures as provided in State Uniform Construction Code regulations for conformity with electrical and energy subcodes.

Has charge of electrical inspection staff and activities concerned in the inspection of construction projects.

Develops the inspection work program with effective and appropriate procedures, analyzes construction inspection problems, and establishes appropriate work methods.

Has final responsibility in the inspection for electrical and energy subcode compliance of all new construction and renovation projects.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Gives appropriate assignments, instructions, and supervision to electrical inspectors and clerical employees.

Inspects and evaluates electrical work in construction projects underway to ensure that all work installed conforms to the requirements of the approved plans and the electrical and energy subcodes, and the regulations of the State Uniform Construction Code.

Inspects electrical installations in existing buildings to ensure that installations meet the minimum health and safety standards incorporated in the regulations for the State Uniform Construction Code.

Has responsibility in supervising the code compliance for electrical and energy subcode of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.

Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety and plans, specifications, and/or legal requirements are not being observed.

Collects and records permit and other fees, issues permits, and verifies that required prior approvals have been obtained and is responsible for ensuring that these actions are in accord with the regulations for the State Uniform Construction Code.

Is responsible for establishing and maintaining cooperative working relationships with architects, engineers, and construction supervisors.

Reviews construction to ensure that all materials, methods, and assemblies conform to standards referenced by the code and manufacturers installation directions as well as other matters not shown in a set of plans but required for conformity with the code.

Issue onsite warnings, citations, and stop work orders in cases of serious violations of the electrical or energy subcode that might endanger the health, safety, and/or welfare of the public or building occupants.

Prepares recommendations regarding both temporary and final certificates of occupancy.

Prepares violations reports.

Testifies in court and in administrative hearings.

Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.

Prepares correspondence as required.

Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.

Establishes inspection schedules for electrical inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the State Uniform Construction Code.

Identifies and inspects all materials being incorporated in the electrical construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the State Uniform Construction Code and the adopted subcode.

Serves subpoenas and other legal process notices including notices of violations.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

LICENSE:

Applicants must possess a valid license as an Electrical Subcode Official issued by the New Jersey Department of Community Affairs.

NOTE: Applicants must also possess a valid license as an Electrical Inspector at the appropriate level, industrial and commercial (ICS), or high-rise and hazardous (HHS), depending on the class of structure, issued by the New Jersey Department of Community Affairs.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

ICS License:

Knowledge of the State Uniform Construction Code, electrical subcode, and national electrical codes.

Knowledge of procedures used in inspecting electrical installations and appliances and of checking electrical plans.

Knowledge of the provisions of nationally recognized electrical installation, safety standards, and theoretical and practical application of it.

Knowledge of electrical service sizing and design to ensure adequate electrical service.

Knowledge of branch circuit and feeder design including conductor sizing and over current protection requirements for various types of circuits including general lighting and power, appliance and motor circuits, and switchboard and panelboard systems.

Knowledge of requirements for special fixtures, methods, and devices required by the code in particular circumstances.

Knowledge of organization and content of the State Uniform Construction Code.

Knowledge of electrical subcodes background, purpose, history, place in local government structure, and relation to construction code enforcement programs at other levels of government.

Knowledge of classification of structures into class categories.

Knowledge of the methods of systematic plans analysis.

Knowledge of identification of information that must be shown on plans to ensure compliance with requirements of the code.

Knowledge of material requirements found in the code.

Knowledge of proper installations methods for all approved materials.

Knowledge of basic inspection report writing including preparation of violation notices and required inspection record keeping.

Ability to organize supervisory and other work and develop effective work methods

Ability to revise, analyze, and interpret codes pertaining to electrical installations.

Ability to supervise the preparation of electrical plans and specifications.

Ability to review working plans and specifications prepared by others for accuracy and conformity.

Ability to work harmoniously with property owners, private contractors, and others.

Ability to make thorough electrical investigations and inspections.

Ability to issue electrical work permits.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to supervise the collection of monies involved in the work.

Ability to give assignments and instructions to assigned employees.

Ability to supervise the establishment and maintenance of records and files.

HHS License:

The same knowledge and abilities as an ICS license.

Knowledge of advanced electrical systems design

Knowledge of procedures and methods necessary to check the design, material, and installation practices for the more complex systems which characterize high-rise and hazardous structures with particular attention to hazardous uses identified in article four of the building subcode and the hazardous locations identified in the electrical subcode.

ICS and HHS Licenses:

Knowledge of office procedures for inspectors including forms and records used and purpose of each.

Knowledge of methods of establishing proper review and approval of permit applications for compliance with the construction code and applicable laws including application contents, use of procedure and information sheets for applicants, use of check lists for compliance with applicable regulations, and processing of applications.

Knowledge of legal aspects of code enforcement.

Knowledge of purpose and fundamentals of stop orders, notices of penalty, and court action

Knowledge of powers and procedures available to deal with hazardous conditions and emergency situations including emergency work orders, bids, and quotations process.

Knowledge of procedures for processing cases involving condemnations and other violations of the subcode from initiation through final compliance.

Knowledge of the preparation of case records.

Knowledge of situations requiring a warrant, and of the process of obtaining and issuing the warrant.

Knowledge of the administrative hearing process under the State Uniform Construction Code Act.

Knowledge of legal aspects of the operation of enforcing agencies including legal processes and rules of evidence.

Knowledge of legal responsibilities of inspection personnel.

Knowledge of methods of appealing hearing decisions to the court, and of the legal basis of doing so.

Knowledge of related legislation.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 05046

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This job specification is for local government use only.
