

ELECTRICAL INSPECTOR II

Underfill title: ELECTRICAL INSPECTOR I

Recruitment #1410-2540DC-001

List Type Original

Requesting Department DEPT OF NEIGHBORHOOD SRVCS

Open Date 4/1/2015

Filing Deadline 4/22/2015 11:59:00 PM

HR Analyst Jeff Harvey

PURPOSE

An Electrical Inspector inspects wiring and electrical equipment in all existing and new commercial and residential buildings for compliance with appropriate codes.

ESSENTIAL FUNCTIONS

- Inspects wiring, electrical services and electrical equipment inside and outside structures.
- Conducts inspections stemming from complaints. Identifies faulty or inadequate electrical methods during inspections.
- Creates detailed reports of complaints, rejections and inspections.
- Explains code violations to building owners, electricians, and businesses.
- Advises on corrective violations or construction-related problems.
- Writes work orders to correct conditions.
- Creates inspection rout sheets for workday and schedule of inspections using computer software.
- Attends training to maintain required licensing.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

Minimum Requirements for Electrical Inspector I:

1. Must meet State of Wisconsin Department of Commerce requirements to receive a Commercial Electrical Inspector Certification under either Method 1 or Method 2.

Method 1 – Hours of Experience and Examination

Completing the necessary hours of experience and taking and passing the commercial electrical certification examination.

- a. At least 1,000 hours per year for at least six years of experience in electrical construction work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical, or vocational school in an electrical-related program, the applicant may claim 500 hours of experience for each semester up to a total of 3,000 hours towards the required experience.

-OR-

- b. At least 1,000 hours per year for at least three years of experience in electrical construction work and has a degree in Electrical Engineering from an accredited college or university;

Electrical Inspector I/II

-OR-

- c. At least 1,000 hours per year for at least three years of experience in electrical construction work and holds a credential under ch. 443, Stats., as a registered professional engineer, a registered architect, or a certified designer of electrical systems.
- *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

Method 2 – Submitting Evidence of Holding a Current Certification

Submitting evidence of currently holding one of the following certifications:

- a. Master Electrician issued under s. Comm. 5.43.
- OR-***
- b. Commercial Electrical Inspector certification issued by the International Code Council.
- OR-***
- c. Master Electrical Inspector certification issued under the International Association of Electrical Inspectors.
2. At least 1000 hours per year for at least three years in design or installation of electrical equipment specifically related to construction in residential or commercial buildings.
 3. Certification as a commercial electrical inspector by the State of Wisconsin Department of Commerce within 6 months of appointment. *Individuals not possessing this certification may apply for and compete in the examination for this position. Certification is tested for and issued by the State of Wisconsin. Applicants should call (608) 261-8500 for further information about the certification process.*
 4. Valid Wisconsin driver's license and availability of a properly insured personal car for use on the job at time of appointment and throughout employment. (car allowance provided)

Minimum Requirements for Electrical Inspector II:

1. In addition to the qualifications above for Electrical inspector I, must have 2 years of experience conducting electrical inspections.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of federal, state, and local electrical codes.
- Knowledge of the practices, materials, and tools used in the installation of electrical systems.
- Knowledge of the methods and instruments used to test electrical installations.
- Knowledge of how to perform all work in a safe manner.
- Knowledge of Fire Alarm systems and witnessing tests.
- Knowledge of mathematics.
- Ability to perform accurate calculations.
- Ability to read and interpret electrical codes and electrical plans.
- Ability to inspect electrical installations to identify the causes of problems or defects.
- Problem-solving skills and ability to make sound decisions.
- Ability to explain technical information clearly.

Electrical Inspector I/II

- Ability to interact effectively with builders, contractors, consultants, fellow employees, and the public.
- Ability to exercise tact and diplomacy when working with people who are upset.
- Ability to use a computer to enter, retrieve, and route information as well as conduct research and draft reports.
- Ability to plan and accomplish work and to work within deadlines.
- Ability to deal with a wide variety of unpleasant environmental conditions in the work place (indoor and outdoor).
- Ability to stay up-to-date technically and apply new knowledge to work tasks.
- Ability to maintain composure during elevated levels of stress.

CURRENT SALARY

Electrical Inspector I (PG 30N): The current salary range for City of Milwaukee residents is \$52,750 – \$63,810 annually. The non-resident salary range is \$51,455 – \$61,466 annually. Appointment above the minimum is possible.

Electrical Inspector II (PG 3QN): The current salary range for City of Milwaukee residents is \$60,147 – \$68,048 annually. The non-resident salary range is \$58,671 – \$66,379 annually. Appointment above the minimum is possible.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 22, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.