

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Lead Electrical Inspector

Class Code: 060256

Pay Grade: GJ

A. Purpose:

Inspects electrical installations to ensure proper compliance with electrical rules and regulations, ensures installers possess proper permits, and ensures the public and property are safe from hazards arising from the use of electricity. Handles day-to-day supervisory responsibilities of all electrical inspectors across the state. Advises the Electrical Commission office regarding the practical application of the adopted electrical code.

B. Distinguishing Feature:

Lead Electrical Inspector coordinates and provides work direction and supervision to the electrical inspectors across the state, assists in implementing rules and technology, and works statewide to inspect electrical work done by homeowners and licensees.

Electrical Inspectors work statewide to inspect electrical work done by homeowners and licensees. The incumbent interprets the electrical codes for electricians and ensures that the work complies with applicable electrical codes.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Inspects electrical installations and new construction to ensure compliance with electrical rules and regulations.
2. Prepares and reviews written reports of all inspections to ensure electrical installations comply with the electrical code and are not a hazard to people or property.
 - a. Documents inspection and all discrepancies.
 - b. Follows up on correction reports by re-inspecting the installations to ensure violations have been corrected according to the electrical code.
 - c. Takes action for non-compliance with codes and assists in the prosecution of violators of electrical rules and regulations.
3. Ensures contractors and electricians are authorized to work in South Dakota by checking for required licenses and permits to ensure compliance with rules and regulations.
4. Ensures the public, electrical contractors, and electricians receive accurate information regarding electrical codes to review any changes in electrical code, materials, or procedures.
 - a. Prepares materials for and assists in instructing workshops and seminars to explain state codes and regulations.
 - b. Provides assistance regarding electrical matters to municipal inspectors, contractors, architects, and consumers.
 - c. Attends inspector meetings to ensure consistency throughout the state.

- d. Remit comments to NFPA to be utilized as potential code changes/additions.
5. Provides direct supervision to state electrical inspectors in combination with the Executive Director of the State Electrical Commission.
6. Advises the State Electrical Commission regarding the practical application of the adopted electrical code, as needed.
7. Performs other work as assigned.

D. Reporting Relationships:

Position reports to the Executive Director of the State Electrical Commission and provides supervision to the electrical inspectors.

E. Challenges and Problems:

Challenged in dealing with the members of the public who are dissatisfied with the electrical commission, are doing their own electrical work improperly or have general questions about the process. Challenged in dealing with electricians who do not have a wiring permit or license, are dissatisfied with the electrical commission, or have general questions about the process. This is difficult because it requires the ability to de-escalate situations. This may require explaining of the reasons for permits and code-compliant wiring, including any potential consequences.

Problems include resolving differences of opinions with electricians regarding codes; maintaining a good working relationship with electricians while achieving inspection program goals; overcoming the resentment the public and electricians have against the inspection system; allocating time to cover a large geographic area; dealing with people who feel inspectors are infringing on their rights; and arranging times to meet with citizens, contractors, or electricians to do inspections; navigating a complex database while understanding the connectivity challenges while utilizing the state phones, computers, and vehicles; administering multiple permits/inspections throughout multiple steps of installation; resolving differences of opinion with varied personality types; conducting maintenance responsibility of their vehicles; implementing code in potentially dangerous or hazardous environments.

F. Decision-making Authority:

Decisions include approving and disapproving electrical installations, interpreting the national electrical code, determining if an electrical installation is a hazard, enforcing minor corrective measures, and recommendations on improving state and national electrical codes.

Decisions referred include contractor requests for a second opinion on an inspection or code interpretation, major corrective actions, and questions regarding administrative matters involving the State Electrical Commission.

G. Contact with Others:

Daily contact with licensed electricians to answer code questions and inspect their work, the public to inspect electrical installations on their property, the state electrical inspectors in South Dakota, and contact as needed with power suppliers to discuss electrical certificates and problems.

H. Working Conditions:

The Electrical Inspector is in danger of electrical shock from faulty electrical installations. The incumbent works from the home and travels a large section of the state to perform inspections. May be notified at all times of the day to make inspections or answer phone calls. Dangerous travel in extreme weather conditions.

I. Knowledge, Skills and Abilities:

Knowledge of:

- applicable laws, regulations, ordinances, and rules affecting electrical construction;
- pertinent tools, equipment, and facilities;
- the National Electrical Code;
- the listing/labeling process.

Ability to:

- ensure building projects are built to code;
- conduct inspections;
- write clear, concise, and accurate reports;
- establish and maintain effective working relationships;
- communicate information clearly and concisely;
- pass electrical inspector examination;
- submit required paperwork;
- take direction;
- be flexible.

J. Certification or Licensure:

Must be licensed at the electrical inspector level in South Dakota.