

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Electrical Inspector – Building Department	<b>GRADE LEVEL:</b>	
<b>CLASSIFICATION:</b>	Non-Exempt – Part Time (8-12 Hours Per Week)		

<b><u>Job Description:</u></b>	This position is responsible for performing technical inspections on residential, commercial, and industrial electrical installations to determine and insure conformity to required specifications and compliance with local and state electrical code requirements. Duties require technical examination and application of electrical trade practices. Assignments are generated by the receipt of building permits, certificate of compliance applications, complaints and referrals, and events..
<b><u>Accountability:</u></b>	Works under the administrative supervision of Building Official and is accountable to the Community Development Director.
<b><u>Equipment Used:</u></b>	Tools and equipment related to the building and electrical trade, and operate general vehicles.
<b><u>Environment:</u></b>	Inside: <u>80%</u> Outside: <u>20%</u>

## Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> <li>1. Approves and issues or facilitates the issuance of all electrical permits.</li> <li>2. May reviews all necessary plans, blueprints, construction document, and specifications relative to the electrical installation in order to insure their compliance with the National Electrical Code as well as requirements of the Building, Mechanical and Energy Codes and related codes, laws and regulations, as assigned.</li> <li>3. Performs in a timely manner, all electrical inspections related to issued permits, other electrical inspections initiated by the Town, complaints and reports of code violations, work done without the required permits and inspections, or other health, life-safety and nuisance problems.</li> <li>4. Issues enforcement orders for violations to rectify illegal and/or unsafe conditions.</li> <li>5. Maintains records and issues reports on inspection activities.</li> <li>6. Interprets all codes and standards under the jurisdiction of the Electrical Inspector and insures compliance of codes and standards.</li> <li>7. Maintains effective communications with property owners, developers, town boards, town officials, town committees, and all other concerned parties.</li> <li>8. Duties as determined.</li> </ol>
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## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<b>PRIMARY PHYSICAL REQUIREMENTS</b>	
LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Occasionally
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently
<b>HAND MANIPULATION</b>	
Grasping:	Frequently
Handling:	Frequently
Torquing:	Not required
Fingering:	Frequently
Controls and Equipment:	Required **
<b>Controls &amp; Equipment**</b> <input checked="" type="checkbox"/> General office equipment, mobile device, digital camera, etc.	

<b>OTHER PHYSICAL CONSIDERATIONS</b>		
Twisting		Frequently
Bending:		Frequently
Crawling:		Rarely
Squatting:		Occasionally
Kneeling:		Occasionally
Crouching:		Occasionally
Climbing:		Frequently
Balancing:		Frequently
<b>WORK SURFACE(S)</b>		
Standard office desk and chair. Computer/copier. Carpet and vinyl flooring		
<b>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>		
	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	2-3	3-4
Stand	2-3	4-5
Walk	1-2	1-2

**Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for the performance of duties.
Tasting & Smelling:	Not required for the performance of the function of this position.

**Specific Vocational Preparation Requirement(s):**

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days		181 days to 1 year	1 to 2 years
2 to 4 years	X	4 to 10 years	Over 10 years

<b>Required:</b>	<ol style="list-style-type: none"> <li>1. A thorough knowledge of modern practices, principles, and of all current codes, regulations and laws governing electrical installation.</li> <li>2. Ability to interpret plans, specifications and engineering drawings, and compare them to construction in progress.</li> <li>3. Excellent oral and written communication skills. Ability to communicate</li> </ol>
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	<p>effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, and tact.</p> <ol style="list-style-type: none"> <li>4. Ability to maintain a professional demeanor and establish effective working relationships with associates, the public, and staff.</li> <li>5. Ability to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.</li> <li>6. Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.</li> <li>7. Ability to prepare and maintain, complete, accurate records as required by the inspection process and other code enforcement activities.</li> <li>8. Working knowledge of equipment used in the electrical construction industry, including but not limited to, meters, testers, and tools.</li> </ol>
<b><u>Experience</u></b>	Position requires a thorough knowledge of electrical inspection and practices equivalent to Associates degree and three (3) to five (5) years of related experience, or equivalent combination of education and experience. Valid New Hampshire Master Electrician's License and Driver's License required.
<b><u>Supervisory experience:</u></b>	N/A
<b><u>Licensure/ Certification Requirements:</u></b>	The ability to obtain an International Code Council (ICC) Electrical Inspector certification and International Code Council (ICC) Building Inspector certification within one year of employment.
<b><u>Other Training, and/or related Skills</u></b>	<ol style="list-style-type: none"> <li>1. Working knowledge of office equipment, including but not limited to, personal computer, fax machine, calculator, copier, and telephone. Experience using Microsoft Office.</li> <li>2. Ability to establish priorities and work on multiple tasks.</li> <li>3. Ability to perform manual work under varying weather and working conditions.</li> </ol>
<b>Summary of Occupational Exposures:</b>	
<b><u>Summary of Occupational Exposures:</u></b>	Need to be able to work in extreme condition related to weather - hot and cold environments.
<b>Other Considerations and Requirements:</b>	
<p><b><u>Other Considerations and Requirements:</u></b></p> <p>The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>	

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

Signature

Date