DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

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<th>Job Title:</th>
<th>Electrical Safety Inspector</th>
<th>Department:</th>
<th>Code Compliance</th>
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| Position Type: | Part-time, Intermittent Non-Bargaining Unit | Address: | 50 Channing St. 
Delaware, OH 43015 |
| Typical Work Schedule: | On an as needed basis, not to exceed 29 hours per week | Pay Range: | $29.66 - $40.04 |
| Contact Information: | 740-833-2120 | FLSA: | Non-exempt |

Objectives
Individual is responsible for the consistent enforcement and administration of the codes, standards and county regulations pertinent to construction. Individual reports to Code Compliance Supervisor/Designee.

Job Standards
High School diploma or GED and three (3) years of related work experience desired. Individual must have a State Certification as an Electrical Safety Inspector. Must possess a valid Ohio Driver’s License and acceptable driving record. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:
- Inspects buildings for electrical code compliance;
- Addresses questions relating to compliance with building codes of county, both over the phone and in person;
- Data entry of inspection results, when necessary;
- Researches code related questions and provides interpretation of National Electrical Code;
- Plans out daily inspections;
- Supports Code Compliance programs and other programs by working with local agencies, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Devises correspondence, completing forms and developing reports associated with the Code Compliance operation;
- Supports Code Compliance programs and other programs by working with local agencies, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Handles client complaints and public inquiries regarding programs;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops;
- Holds as confidential, all aspects of the job;
- Performs typing, word processing, and related computer operations; and
- Performs other duties as required.

NON-ESSENTIAL JOB FUNCTIONS:
Performs related non-essential functions required.

I. JOB REQUIREMENTS:

Equipment: Ability to operate a variety of equipment such as computer, copier, telephone, calculator, VCR/DVD, I-Pad/tablet, FAX machine, small hand tools, probe, tape measure, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:
- Thorough knowledge of electrical codes;
- Ability to read and understand blueprints;
- Knowledge of general construction terminology and general materials and methods;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;

Critical Skills/Expertise, continued:
• Ability to communicate effectively, both orally and in writing;
• Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
• Ability to work independently, under pressures, and to set and achieve goals;
• Ability to organize and maintain large volumes of information and paperwork; and
• Ability to effectively program, plan independently and in collaboration with other staff units and outside agencies.
• Ability to apply critical thinking skills, define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;

II. DIFFICULTY OF WORK:
Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, the computer system and the application of those programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes in statute and mandated procedures, which must be learned and passed on to, staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY:
Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and non-compliant or unsafe structures which would tarnish the offices credibility and mislead property owners and/or the public

IV. PERSONAL WORK RELATIONSHIPS:
Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: Individual performs moderate to heavy work, which may require the lifting of over fifty (50) pounds. Individual must also be able to lift own body weight out of crawl spaces and up into attics, etc.

Physical Activity: Individual performs the following physical activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, lifting, manual dexterity, grasping, talking, listening, standing, pushing, pulling, feeling and repetitive motions.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: Individual works both inside and outside with exposure to temperatures below 32 degrees and above 100 degrees for periods of more than an hour. Individual is also exposed to noise and vibration as well as physical hazards. Individual may be exposed to atmospheric conditions such as fumes, dusts, odors, mist, gases, poor ventilation and oil.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION
I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: ___________________________  Date: ___________________________

PCN#: 1130117511
Job Code: 17503
Wage:
FLSA Status: Non-exempt
Civil Service Class: Unclassified