

CLASSIFICATION: ELECTRICAL INSPECTOR

Class Code: 4031-23

Date Established: 12-26-77

Occupational Code: 3-1-3

Date of Last Revision: 10-16-13

BASIC PURPOSE: To monitor the licensing of electricians and investigate complaints concerning electrical work in order to verify and enforce compliance with the National Electric Code.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Monitors distribution and approval of electricians' licenses to ensure compliance with established standards, and prepares reports to maintain records of current licenses.
- Performs installation compliance inspections and completes inspection reports on work progress to record compliance with the National Electric Code.
- Writes and proctors relicensure examinations and common deficiencies, and provides technical assistance regarding examination procedures.
- Investigates consumer complaints as directed by the Electricians' Board, NH Joint Board or Chief Electrical Inspector against licensed and unlicensed individuals.
- Summarizes information on charges of fraud, gross negligence, incompetency or misconduct and makes period court appearances relative to investigation of RSA 319-C, the Electricians Law.
- Issues citations for violations of the National Electrical Code, and RSA 319-C.
- Makes recommendations to the Board on the suspension or revocation of electricians' licenses and on settlement agreements based upon information obtained during an investigation.
- Meets with electrical contractors and concerned public groups to explain licensing requirements, the application of the National Electrical Code, and related information.
- Periodically assists State Fire Marshal in the investigation of electrically related fires in order to provide technical expertise.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or G.E.D. equivalent plus a four-year apprenticeship program as an electrician or two years of technical college education with specialization in the area of electricity. Requires a minimum of 576 hours of schooling on electrical theory and the National Electrical Code.

Experience: Five years' experience as a licensed MASTER electrician, at least three of which must have been in a supervisory position concerned with interpretations of the National Electrical Code.

SPECIAL REQUIREMENTS: Must be available for emergency work at times other than normal business hours.

License/Certification: Must hold a valid Master Electrician's license issued by the State of New Hampshire and a valid New Hampshire driver's license

RECOMMENDED WORK TRAITS: Thorough knowledge of the Electrical Code and of common electrical practices. Considerable knowledge of installation, repair, alteration and maintenance of electrical conductors, fitting, devices and fixtures for heating, lighting, or power purposes. Thorough knowledge of proper workmanship in installations, electrical apparatus, wire devices and raceways. Ability to investigate electrical installations and prepare reports and recommendations. Ability to understand, interpret and apply rules and codes of the Electricians' Board. Ability to write clearly and concisely in order to maintain records, answer correspondence and prepare reports. Ability to speak before a variety of groups and to provide testimony in a court setting. Ability to establish and maintain harmonious relationships with electricians, electrical contractors, union personnel and the general public as relates to the operation and responsibility of the Bureau of Electrical Safety and Licensing. Must be willing to maintain appearances appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.