

ASSOCIATE INSPECTOR (ELECTRICAL)

General Statement of Duties and Responsibilities

Under direction, performs highly technical and/or supervisory work in the inspection of electrical installations, repairs or alterations for conformance to codes, rules, laws, plans or specifications; performs related work.

There are two assignment levels within this class of positions. The following are typical assignments within this class of positions

Assignment Level I

Examples of Typical Tasks

Performs the most difficult and responsible work in the conduct of complex and intensive electrical inspections involving responsibility for inspecting and approving plans for electrical installations of a unique and highly specialized nature, such as fire alarm circuits, or for inspecting and attesting to the satisfactory completion of major electrical contracts or of the electrical portions of contracts for the construction or general alteration of major projects.

Gives final approval of the work before contractors receive compensation from the City; reports on recommendations for final approval of the work.

Assigns, supervises, reviews and evaluates work of subordinates.

Recommends legislative changes and review proposed legislation for the Department.

Makes joint or special field inspections.

Studies technical drawings of electrical installations and devices to obtain details for inspections.

ASSOCIATE INSPECTOR (ELECTRICAL) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Trains subordinates in their duties; instructs newly assigned Inspectors in their field and office duties.

Maintains records and makes reports.

Explains and enforces laws and rules.

May operate a motor vehicle in performance of assigned duties.

Supervises the Code Section, Public Buildings Section or Street Lighting Section of a major borough-wide electrical inspection program. Assigns and reviews the work of Inspectors and Apprentices. Instructs newly assigned Inspectors and Apprentices.

Makes inspections of unusual or difficult electrical installations. Advises on electrical layouts to assure conformance with the electrical code. Gives approvals of the work before contractors receive compensation from the City.

Acts as liaison with other governmental agencies and utility companies planning work in streets that will affect existing or proposed conduits and signals. Acts as the Borough Chief, as required.

Assigns, coordinates and supervises all the electrical inspection work in code, public buildings and street lighting sections comprising a moderate size borough-wide inspection program.

ASSOCIATE INSPECTOR (ELECTRICAL) (continued)

Assignment Level II

Examples of Typical Tasks

Signs street lighting orders. Issues permits for transformer vaults and street openings for installations of electric conduits. Conducts tests of electrical installations and equipment to insure compliance with the electrical code.

As a special assistant to an Administrative Inspector (Electrical) makes studies, surveys and investigations and prepares reports to effect standardizations and economies and to improve efficiency of divisional operations. Prepares procedural bulletins, manuals of instruction and periodic division reports. Prepares and edits correspondence. May represent an Administrative Inspector (Electrical) at meetings, lectures and conferences.

As head of moderate-sized and borough-wide inspections program enforces compliance with the contract specifications, terms and conditions pertaining to the installation and maintenance of traffic signals, parking meters and related traffic devices within a borough. Coordinates inspectional activities with the construction work performed by public utilities, private contractors, and State and City departments to insure the protection of traffic control equipment and devices.

Plans, directs, and coordinates the work of a team or unit responsible for the inspection of the construction, alteration and repair of highly specialized and complex electrical installations. Supervises and conducts complex electrical tests and reviews inspection reports for conformity with NYC Construction Codes, Electrical Code, Department rules, other pertinent laws and rules, and approved plans and specifications.

Oversees inspection audits, criminal enforcement, interagency operations, and sweeps.

Represents the Department at meetings and conferences with representatives of public agencies and private entities.

May review applications for electrical related licensure by the Department of Buildings.

ASSOCIATE INSPECTOR (ELECTRICAL) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

May assist in developing training curricula.

May investigate new devices and consult with the advisory boards regarding approval of new devices.

May act as the principal assistant to an Administrative Inspector (Electrical).

May operate motor vehicle in the performance of assigned duties.

Qualification Requirements

1. Six years of full-time satisfactory experience as an electrician, designer, or inspector of electrical installations for light, heat and/or power distribution, traffic signals, fire alarm detection or communication systems; or
2. Four years of experience as described in "1" above, and one of the following:
 - (a) 60 credits towards a degree in electrical engineering or electrical engineering technology from an accredited college or university; or
 - (b) Two years of full-time training in an acceptable electrical program in an accredited technical school; or
3. Completion of an apprentice program, at least three years in length, in the electrical trade or electrical inspection and either (a) three years of experience as described in "1" above or (b) one year of experience as described in "1" above and 60 credits or two years of education as described in "2" above; or

ASSOCIATE INSPECTOR (ELECTRICAL) (continued)

Qualification Requirements (continued)

4. A license as a professional engineer or registered architect issued pursuant to the New York State Education Law.
5. Education and/or experience which is equivalent to "1," "2," or "3" above.

License Requirements

1. A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.
2. For certain assignments, candidates must qualify for appointment as Special Patrolman. This status must be maintained for the duration of the assignment.

Special Note

To be eligible for placement to Assignment Level II, individuals other than licensed professional engineers or registered architects must have, after meeting the minimum requirements, at least one year of experience as described in "1" above in a supervisory capacity.

Direct Lines of Promotion

From: Inspector (Electrical) (31623)

To: Administrative Inspector
(Electrical) (10077)