



## Job Description

---

<b>TITLE:</b> Electrical Inspector	<b>JOB CODE:</b> 3455
<b>DEPARTMENT:</b> Community Development/Building Division	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> March 14, 2006	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 4, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

---

**Summary:** Under general supervision, provides professional service to the public through the issuance of permits, plan reviews, electrical inspections and interpretation and enforcement of the New Mexico Electrical Code; processes permit applications, computes permit fees, and issues electrical permits; performs all necessary outside inspections and completions of electrical projects, issues electrical finals and maintains permit files and correspondence.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reads, understands and approves Electrical construction blueprints and specifications for code compliance for both residential and commercial buildings.
- Processes permit applications, computes permit fees and issues Electrical permits.
- Inspects residential, commercial and industrial buildings to ensure compliance.
- Maintains permit files and correspondence.
- Issues stop work orders; instructs contractors on corrective action.
- Ensures the proper operation and timely maintenance of all assigned vehicles and equipment.
- Observes conditions and issues notice for corrections to persons responsible for compliance.
- Obtains evidence and prepares reports concerning violations which have not been corrected.
- Ability to perform inspections and duties assigned with limited direction or oversight.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the National Electrical Codes (NEC) and the New Mexico Construction Codes.
- Knowledge of occupational hazards and safety rules and regulations in building construction and inspections.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting blueprints and specifications to ensure code compliance.
- Skill in writing reports, business correspondence, and procedure manuals.
- Skill in interpreting and following a variety of instructions furnished in written, oral diagram, or schedule form.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.
- Ability to maintain required certifications for employment.

### Education and Experience:

- Associates Degree in related field and three (3) years of journeyman and/or foreman level experience in the electrical trade; or equivalent combination of education and work experience sufficient to perform the duties of the position.

**Job Description**

**3455 Electrical Inspector**

- Certification as an Electrical Inspector by the Construction Industries Electrical Bureau prior to employment and national certifications by the International Code Council or IAEL within one (1) year of employment.
- Must surrender contractor’s license to the Construction Industries Division to be held in an inactive status for the duration of employment.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an outdoor environment; may be required to lift and carry items more than fifty (50) pounds.
- Work is performed in an office and may be subject to repetitive motion such as typing, data entry with vision to monitor and extended periods of intense concentration in the review of documents and building plans.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment, hand and power tools, and 4 wheel drive vehicle.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____