



The City Beautiful

City of Coral Gables Job Description

Job Title: Chief Electrical Official
Department: Building & Zoning
Classification: 1103
Pay grade: 23E
FLSA: Exempt

Prepared Date: 9/05
Approved By:
Approved By:

Summary

Performs technical, supervisory, and administrative work in plans review and analysis, inspection, and enforcement to determine compliance with the South Florida Building Code, City Code of Ordinances, and accepted standards relating to the installation of electrical systems and equipment. Provides technical supervision to field inspectors in the enforcement and interpretation of electrical codes and regulations. Inspects a variety of electrical blueprints and installations to determine whether plans, specifications, and materials conform to legally established requirements. Exercises considerable initiative and independent judgment under the general direction of the Assistant Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Schedules and assigns work of inspectors, renders technical advice and assistance and evaluates work performance. Develops operating procedures, subject to the provisions of established laws, ordinances, and department policies.

Makes technical inspection of the installation of new or major modification to old electrical wiring, motors, equipment, and related electrically operated apparatus throughout the City. Checks air conditioning installation as to electrical loads.

Checks each project for defects, omissions and other departures from correct procedure. Gives suggestions and recommendations to contractor or owner. Insures that all electrical work conforms to national and municipal electrical codes.

Inspects all work upon completion and signs permit giving final approval for the City. Performs Code Enforcement Officer duties as required.

Evaluates life and safety hazards relating to public or private structures. Authorizes the condemnation of faulty and hazardous installations; issues stop work orders; recommends the condemnation and demolition of buildings and structures to the appropriate boards.

Checks blueprints submitted for electrical work permit. Discusses any necessary modification or changes with contractor or owner. Conducts inspections to insure that work proceeds in accordance with approved blueprints.

Works with superiors in preparation of new and revision of old municipal electrical codes.

Maintains record of investigations. Prepares reports, inspections and investigations as required. Investigates complaints of defective electrical installations which are reported as fire and other hazards.

Notifies responsible person of defects and issues verbal or written instructions for corrections. Makes re-inspections. Reports violations and occasionally represents the City at court hearings.

Assists and advises architects, engineers, specialty contractors, homeowners and building owners and associates, City officials and the general public.

Performs related duties as required.

Knowledge, Skills, and Abilities

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors; however, some work is required in the inspection of various land use developments, construction sites, or during field supervision. Must be able to lift, carry and or push articles weighing up to 14 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

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Minimum Education and Experience

High school diploma or equivalent.

Must be certified by the State of Florida and the Miami-Dade County Board of Rules and Appeals and have one of the following:

- (1) Ten years experience as a Master or Journeyman Electrician, **or**
- (2) Must be degreed Electrical Engineer and have five years experience as a Master Electrician.

Must obtain Building Official license from the State and County within 90 days of employment.

Valid Florida State driver's license.