

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Electrical Inspection Supervisor

**CLASS CODE:** 3815

#### GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise enforcement of electrical codes; inspection of electrical installations in residential, commercial, industrial and public buildings, and other structures and grounds; review and processing of electricians' license applications.

#### DISTINGUISHING CHARACTERISTICS:

This is the advanced-level trade classification in the Code Enforcement Series – Electrical Inspection Group job family within the City of St. Louis. Incumbents within this classification perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility to supervise electrical inspection.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

#### EXAMPLES OF WORK (Illustrative Only):

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Enforces and interprets electrical codes.

Reviews plans, diagrams and specifications for electrical installations.

Conducts site inspections of electrical installations for compliance with codes and related regulations and laws.

Provides information to electrical contractors, property owners and other interested parties regarding electrical codes, inspection and code enforcement.

Identifies violations for prosecution and assists with prosecution. Testifies in hearing and other proceedings regarding code violations.

Administers electrician licensing. Serves on Board of Electrical Examiners.

Advises electrical engineers, contractors and design electricians with code-related matters.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, circuit tester, multimeter, flashlight, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as electrical plans, building permits, inspection reports, time sheets, personnel policies, performance appraisals, work schedules, building and electrical codes, electrician licensing guidelines, electrical service manuals, technical operating manuals, ordinances, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; to perform mathematical operations involving basic algebra and geometry.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents and traffic hazards.

**Physical Requirements:**

Requires the ability to lift, push and pull up to twenty pounds to gain access to electrical installations.

Requires the ability to stoop, kneel, crouch, crawl, balance, climb, bend and twist to conduct inspections of electrical installations.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks, such as recognizing colors in differentiating wires, sounds to communicate with other and odors to detect irregularities in installations. Requires the ability to distinguish objects at close range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

**EDUCATION AND EXPERIENCE STATEMENT:**

Vocational/technical training as an electrician with six to nine years electrical inspection experience and supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

Possession of a valid state driver's license.