

Click one of these links to see the Job Description for that class:

Job Code	Title
X62211	Electrical Inspector
V62212	Electrical Inspector Supervisor
V62213	Electrical Inspector Chief

Electrical Inspector Series

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Electrical Inspector Series are located within the Nebraska State Electrical Division. The State Electrical Division's mission is achieved through licensing and inspection of electrical systems, to ensure their mechanical integrity and electrical safety in accordance with the National Electrical Code.

Electrical Inspector

X62211

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, independently performs skilled technical work in the inspection of electrical construction projects to ensure compliance with state electrical codes. This is the first of three levels within the Electrical Inspector Series. Positions in this class work independently in the performance of electrical inspections for a specific geographical area where periodic checks and consultations are performed with a supervisor. This classification is distinguished from the Electrical Inspector Supervisor classification, which is assigned supervisory duties over others.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts electrical inspection of new wiring and equipment in commercial, industrial, and public use buildings for compliance with the National Electrical Code; conducts inspections on other installations at owner's request.

Prepares inspection reports covering compliance or non-compliance, action taken, and final status; maintains records and files of inspection reports, correspondence, and investigation.

Enforces the State Electrical Act and State Electrical Board Rules and Regulations.

Examines plans and specifications for proposed projects.

Investigates electrical accidents and fatalities; investigates complaints of defective or hazardous installations; acts as consultant in fire investigations of fires of suspected electrical origin.

Assists in disaster situations (flood, tornado, explosion) by inspecting structures for damage to electrical systems.

Consults with electricians, electrical contractors, architects, engineers, power company officials, building owners, equipment manufacturers, and other inspection officials regarding National Electrical Code compliance.

Participates in the presentation of training seminars for electricians; presents electrical safety programs to the public; conducts an active public relations program in area of jurisdiction.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: The National Electrical Code, State Electrical Act, and State Electrical Board Rules and Regulations; advanced understanding of electrical theory; familiarity with electrical testing equipment; understanding of engineering design practices; building construction, electrical equipment, and electrical construction of premises wiring systems. Safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices, and procedures; occupational hazards and safety precautions.

Skill in: the use of electronic devices, typing, drafting, blueprint reading, public speaking, and report and letter writing; electrical contractor or journeyman level electrical work

Ability to: Communicate effectively, understand, and follow instructions, reference books and manuals; establish and maintain effective work relationships with the other staff members, building owners, contractors, and the general public. Lift up to 25 lbs., occasionally perform outdoors and in all weather conditions. Work in tight spaces, climb ladders and stairs. Perform duties in various environments such as near moving equipment, construction environments and the like.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

High school education or equivalent plus five years' experience as electrical inspector, electrical contractor, consulting engineer, or construction electrician. Must possess Class A electrical contractor, Class A master, or Class A journeyman electrical license.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be a Certified State Electrical Inspector or certified within six months of hire date per Rule 18 of the Nebraska State Electrical Act and Board Rules.

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Electrical Inspector Supervisor

V62212

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision, the Electrical Inspector Supervisor plans, assigns, directs, reviews, and evaluates the work activities of subordinate Electrical Inspectors; performs highly technical work in the enforcement of state laws, regulations and codes governing electrical systems and installations. This is the second level of the Electrical Inspector Series and distinguished from the Electrical Inspector Chief classification by its scope and administrative responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

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

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

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

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

Assists the Chief Electrical Inspector in the composition and administration of electrical examinations, the pre-exam training and examinations across the state, in-house training of State electrical inspectors and organization of staff meetings, and the evaluation of non-listed equipment and non-listed assemblies with the Chief Electrical Inspector.

Grade, record, and review complex electrical examinations.

Assist with inspections of municipal inspection programs and State Inspectors when requested by Chief Inspector or the Executive Director because of short term absence of a qualified municipal inspector.

Consults with electricians, electrical contractors, architects, engineers, power company officials, building owners, equipment manufacturers, and other inspection officials regarding National Electrical Code compliance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: The National Electrical Code, State Electrical Act, and State Electrical Board Rules and Regulations; advanced understanding of electrical theory; familiarity with electrical testing equipment; understanding of engineering design practices; building construction, electrical equipment, and electrical construction of premises wiring systems. Safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices, and procedures; occupational hazards and safety precautions.

Skill in: supervision and administration; typing, computer and electronic equipment, drafting, blueprint reading, public speaking, and report and letter writing.

Ability to: Communicate effectively, understand, and follow instructions, reference books and manuals; establish and maintain effective work relationships with the other staff members, building owners, contractors, and the general public. Lift up to 25 lbs., occasionally perform outdoors and in all weather conditions. Work in tight spaces, climb ladders and stairs. Perform duties in various environments such as near moving equipment, construction environments and the like.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

High school education plus ten years' experience as electrical inspector, electrical contractor, consulting engineer, or construction electrician. Must possess Class A electrical contractor, Class A master, or Class A journeyman electrical license.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be a Certified State Electrical Inspector or certified within six months of hire date per Rule 18 of the Nebraska State Electrical Act and Board Rules.

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Electrical Inspector Chief

V62213

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under administrative direction, coordinates and monitors agency programs and operations statewide; advises agency director on program issues and status; assists in developing and administering agency policies and procedures; serves in an acting capacity of the agency director in his/her absence. This is the third and final level of the Electrical Inspector Series.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and directs the work activities of assigned staff to facilitate the attainment of division work goals, and to ensure consistent application of technical inspection standards including recommending personnel actions related to selection, discipline, performance, grievances, and work schedules.

Supervises and reviews work of State electrical inspectors; provides technical assistance to State electrical inspectors; acts as arbitrator in disputes between State electrical inspectors and electrical contractors.

Assists the Executive Director in the composition and administration of electrical examinations and the overall administration of the State Electrical Division.

Develops, establishes, implements, and monitors division policies, operating procedures, objectives, goals, and priorities necessary to ensure functions meet overall mission of agency.

Prepares and conducts pre-exam training and examinations across the state.

Prepare, grade, record and review electrical examinations.

Is responsible for monitoring of municipal inspection programs; advises municipal inspection programs of necessary administrative changes to remain commensurate with the State Electrical Act.

Performs all duties and functions of the Executive Director in the absence of the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: The National Electrical Code, State Electrical Act, and State Electrical Board Rules and Regulations; advanced understanding of electrical theory; familiarity with electrical testing equipment; understanding of engineering design practices; building construction, electrical equipment, and electrical construction of premises wiring systems. Safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions.

Skill in: supervision and administration; typing, computer and electronic equipment, drafting, blueprint reading, public speaking, and report and letter writing.

Ability to: Communicate effectively, understand and follow instructions, reference books and manuals; establish and maintain effective work relationships with the other staff members, building owners, contractors, and the general public. Lift up to 25 lbs., occasionally perform outdoors and in all weather conditions. Work in tight spaces, climb ladders and stairs. Perform duties in various environments such as near moving equipment, construction environments and the like.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

High school education, ten years' experience as electrical inspector, electrical contractor, consulting engineer, or construction electrician, and 5 years' experience supervising Electricians or Inspectors. Must possess Class A electrical contractor or a Class A master Electrical License.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be a Certified State Electrical Inspector or certified within six months of hire date per Rule 18 of the Nebraska State Electrical Act and Board Rules.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Must be able to achieve certification as a state electrical inspector, through a nationally recognized electrical inspector certification organization, within 6 months from date of employment.

Established: 12/21

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
KSA's	Updated	5/8/24