

**EMPLOYEE NOTICE
JOB POSTING**

JOB TITLE: Electrical Inspector I (Part-time) 20 hours per week, 4 month assignment.
SALARY RANGE: \$12.44 - \$41.37
DEPARTMENT: Code Enforcement

JOB DESCRIPTION: Performs Electrical Inspections of all new electrical installation work as required by the New Jersey Uniform Construction Code within the Township for compliance with permitted plans, Local, State, and Federal ordinances and law. Under direction, perform occasional electrical plan review in conformance with the UCC.

ESSENTIAL JOB FUNCTIONS:

- Performs field inspections and plan review of all electrical installations in residential, commercial and industrial buildings for compliance with Uniform Construction Code and other applicable ordinances and laws. This position will work under the Electrical Subcode Official.
- Interacts with local utilities provider to obtain power supply to new construction or as needed for improvements to existing structures.
- Prepares and serves violation notices, stop work orders, and unsafe structure notices for the Electrical Subcode Official under direction of the Construction Official.
- Prepares reports on inspection results and logs results into computer system under direction of the Electrical Subcode Official.
- At times, under the direction of the Electrical Subcode Official or Construction Official will have to interact with architects, engineers, contractors and applicants to discuss and resolve, if possible, all issues related to building projects.
- Responds to requests for information from the general public under the direction of the Electrical Subcode Official.
- Performs electrical inspections as required to maintain office operations.
- Will be required to learn all Department processes and policies for inspection requirements.
- Attends meetings as required by the Electrical Subcode or Construction Official.
- Performs occasional plan review for compliance with the aspects of the Code and regulations appropriate to New Jersey.
- Performs other duties as required to ensure efficient operation of the department.

EQUIPMENT USED:

Computer
Fax
Cell Phone
Engineers & Architects scale
Miscellaneous protective clothing such as hard hat, gloves, boots, etc.
Various building/construction inspection tools.
Township pool vehicle to travel between inspections.
Use of radio between inspection sites and office.
Other reference material as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Uniform Construction Code Regulations;
- Electrical installation methods and materials;
- Department policy and procedure; and
- Contemporary office practices and procedures and basic office software products.

Skills:

- Computer use and data entry;
- Interpersonal and public relations;
- Organization, time management, and multi-tasking;
- Independent judgment; and
- Good communication.

Ability to:

- communicate by phone & direct public contact;
- traverse uneven terrain of construction sites;
- refuse gifts, favors or gratuities offered to influence judgment or decisions;
- climb a ladder, enter a sewer or water trench or excavation, stoop, kneel and or crawl;
- prioritize work & meet required deadlines;
- sit and/or stand for extended periods;
- bend, kneel, stoop or climb;
- lift up to 20 pounds;
- comprehend, interpret relevant Codes, rulings, policies and procedures;
- understand instruction from the Electrical Subcode and Construction Official;
- perform various mathematics computations;
- communicate effectively in English both verbally and in writing;
- comprehend and apply concepts for enhancement and efficiency of department and general operations;
- establish and maintain effective working relationships with individuals, coworkers, other agencies and the public; and
- work with confidential information.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Education and Experience:

- High School diploma or GED equivalent required.
- Three (3) years experience as an inspector or seven (7) years experience as an electrician.
- Related certifications and licenses.
- Must successfully pass a six month probation period.
- Must successfully pass a thorough criminal history and background check.

License(s) and Certification(s):

- Sub-Code Official License not required, but a plus
- RCS, ICS, and HHS Licenses

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform this job would be considered.

Please complete and submit your application on line.
South Brunswick is an Equal Opportunity Employer.