

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. ELCTISPE
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Construction Codes
<b>4. Civil Service Position Code Description</b> Electrical Inspector-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Electrical Inspector	<b>11. Section</b> Electrical
<b>6. Name and Position Code Description of Direct Supervisor</b> LIBBY, ARTHUR; CODE INSPECTION SUPERVISOR-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ASH, LANCE; CODE INSPECTION SUPERVISOR-3-FZN	<b>13. Work Location (City and Address)/Hours of Work</b> / M-F 8-5

**14. General Summary of Function/Purpose of Position**

This position is responsible for the inspection of new electrical installations to determine compliance with applicable laws, rules, and standards, to order necessary corrections when violations are identified, and to regulate persons performing electrical work. Responsibilities also include disseminating information to permit holders, attending training seminars, maintaining records and reports, and annual inspections of Manufactured Home Communities. In addition, this position will review plans and specifications for new construction, alterations, and premanufactured units.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 50**

Inspect electrical installations and alterations to determine compliance with applicable laws, rules, and standards. When necessary, explain results of inspections, particularly ordered corrections and violations, to the permit holder either at the job site or later when contractor receives notice. Follow-up to be sure the violations corrected.

**Individual tasks related to the duty:**

- Review the installation wiring and electrical equipment installed before it is concealed. Typically inspections are performed when service equipment is installed, during construction when wiring is exposed, and the final stage when all equipment is installed.
- Determine if service equipment, feeders, branch circuits and related electrical equipment complies with the code.
- Research the code, identify code violations, and determine the severity of those violations. Enter violations in computer and direct a written violation to be printed and mailed to the permit holder.
- Review permit to assure the appropriate fee was assessed. Bill for any equipment or inspections not covered by the permit fee using the computer to make necessary changes.
- During the inspection, or immediately following the inspection, enter all inspection notes in the computer. If the installation was approved, the approval is recorded; if not, corrections and violations are recorded, and any special notes relating to the project are entered in the computer.
- Approve all electrical installations that comply with the code. Notify the appropriate building inspector or official, when a building permit has also been issued, that the electrical installation complies with the code so that a certificate of occupancy may be issued.
- When necessary, explain the code requirements to the permit holder, explain what is wrong with the installation, and the results if not corrected.
- If permit holder disagrees with a violation notice or an ordered correction, inform them of the rights of appeal.
- Order timely corrections and follow-up to assure necessary corrections are made. Return to the job site to assure compliance, or review at the next scheduled inspection.
- If corrections are not made within a specified time period, consult with division management or bureau administration to determine if a stop work order is to be placed on the job. Contact the appropriate building official for the placement of the stop work order.
- Participate in legal proceedings relating to the placement of the stop work order, or in appeal hearings relating to decisions on violations.

**Duty 2**

**General Summary:**

**Percentage: 25**

Review construction documents for proposed construction to determine construction code compliance.

**Individual tasks related to the duty:**

- Review plans on proposed construction to determine if designed in accordance with the Michigan Electrical Code.
- Prepare a plan review report to identify any issues of noncompliance, errors, or omissions.
- Process approval of plans when compliance with the code is demonstrated.

**Duty 3**

**General Summary:**

**Percentage: 10**

Receive permits issued for new installations and organize inspections within assigned area of the state.

**Individual tasks related to the duty:**

- Receive permits issued for electrical installations within assigned area.
- Each morning receive telephone calls from permit holders requesting inspections. Determine that permits were issued when inspections are requested and schedule a time for inspections.
- If a permit has not been issued for a requested inspection, notify division management for approval or denial of inspection. If inspection is approved, enter all information related to the project (location, person responsible for securing permit, address, etc.) into the computer.
- Return all phone calls and correspondence from permits holders with one (1) business day.

**Duty 4**

**General Summary:**

**Percentage: 5**

Regulate all construction work within assigned area to assure required permits are secured, inspections performed, and licensed persons are performing work when a license is required.

**Individual tasks related to the duty:**

- Coordinate with local building officials/inspectors to determine locations where building permits have been issued, but an electrical permit has not been secured.
- Notify the persons performing electrical installations that permits are required and order work stopped until a permit is issued. Write a violation notice for performing work without a permit.
- Interview persons performing electrical work on job locations, with a permit or without a permit, to determine if persons are registered apprentices or licensed journey or master electricians.
- When persons are contracting work without a license, work with division management or bureau administration to prosecute that unlicensed person. This includes written documentation of the offense and proof that a person was performing work that required a license, such as a contract with a consumer, photographs, or other such evidence.

**Duty 5****General Summary:****Percentage: 5**

Perform annual Manufactured Home Community inspections.

**Individual tasks related to the duty:**

- Inspect Manufactured Home Communities annually for compliance to applicable laws, rules, and standards.
- Complete and submit Manufactured Home Community Annual Inspection Report.
- Make recommendation for issuance of Certification of Compliance.

**Duty 6****General Summary:****Percentage: 5**

Miscellaneous duties as assigned.

**Individual tasks related to the duty:**

- Monitor third party inspection agencies that issue approval labels for premanufactured units to be shipped into Michigan.
- Perform miscellaneous inspections and investigations and prepare reports in accordance with established policies, procedures, directives and timeframes.
- Investigate consumer complaints and alleged violations of the electrical licensing law, the code, and related rules and regulations. Prepare a comprehensive narrative report of the investigation.
- Conduct compliance assurance monitoring for premanufactured units program. Review and examine records, inspection methods, manufacturing facilities, and material and construction methods.
- Attend training and education courses to keep abreast of new technology, methods of construction, and changes in the code. Inspectors are required to participate in specified continued training and education in order to maintain registration as an inspector.
- Perform the other duties as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

This position makes decisions to approve or disapprove electrical installations based on applicable laws, rules, and standards; applicability of the code requirements to specific construction projects submitted for plan review; and answer questions posed by design professionals, code officials, business owners, building owners, and the general public.

Decisions may affect electrical contractors and licensed electricians, building owners, occupants of the building, and the building itself.

**17. Describe the types of decisions that require the supervisor's review.**

When the inspector feels it is necessary to stop construction, contact is made with division management or bureau administration. Such a decision affects construction workers and could delay completion of a building and the opening of a business. Any issue not addressed by current policies and procedures, and any issue sensitive in nature.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Inspectors must examine all areas of a building or structure under construction, including trenches, crawl spaces, and roofs. This would require the ability to walk, bend and reach for extended periods of time, ability to climb tall ladders, and ability to bend and stoop in confined areas. Inspectors are exposed to weather conditions and to the hazards associated with construction sites, such as noise, odor, dust, dirt, dampness, and to noxious chemicals, fumes, and materials. Considerable travel by automobile is required. Inspectors will also be required to handle rolled plans up to 36" in length and 30 pounds in weight and record center boxes weighing up to 35 pounds.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.****Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.  |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.  |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The major duty of this position is to ensure that new electrical installations and alterations in public and private buildings are in compliance with applicable laws, rules, and standards; and to review construction documents for proposed construction to determine construction code compliance. The position is also responsible for the regulation of electrical work through investigation of complaints and patrolling assigned area to identify unauthorized work.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establish

25. What is the function of the work area and how does this position fit into that function?

The function of the Electrical Section is the development and enforcement of electrical codes and the regulation of persons performing electrical work.

Inspectors are located throughout the state to directly enforce codes and regulate construction.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

Six years of experience in the electrical trade, including two years equivalent to a journey level electrician.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to read, interpret and apply applicable laws, rules, and standards. Considerable knowledge of electrical practices and installation techniques; knowledge of processes, tools, equipment and materials; knowledge of codes and related regulations; basic investigative procedures and methods. Ability to review plans and specifications, communicate effectively, and work without direct supervision.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a journey or master electrician's license issued by the Michigan Department of Licensing and Regulatory Affairs or a municipality with a state approved licensing program.

Individual must meet the requirements of the Skilled Trades Act, 2016 PA 407, and receive and maintain electrical inspector registration. Individual may also be required to receive and maintain a plan reviewer registration.

Possession of a valid Michigan driver's license.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date