City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Electrical Inspector</th>
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<tr>
<td>Job Code:</td>
<td>CINS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU17</td>
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<td>Date Revised:</td>
<td>5/5/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for performing inspections and enforcing compliance with city, state, and national electrical codes.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Reviews applications and plans for electrical permits for conformity with all city, state and national electrical codes.
- Ensures safe electrical conditions and compliance with city, state and national codes by approving electrical installations, wiring and signs, either existing or new.
- Informs contractors and owners of non-compliance with codes and specifications; request removal of faulty or dangerous electrical wiring; prepares records of inspection activities and prepares reports, as needed.
- Assists public with preparation of electrical permits and explains how to comply with ordinances.
- Advises elected and appointed officials regarding electrical regulations.
- Provides staff support and assistance to the electrical board; assists with the review of alternate electrical methods; reviews and approves license applications.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and six years’ experience in electrical field including two years as a journeyman electrician.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must possess a South Dakota Electrical Inspector’s License and a Rapid City Master Electrician’s License.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle,
or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and risk of electrical shock. The employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually loud.