



PORT SHELTON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460

Telephone 616-399-6121 Fax 616-399-7173

www.portsheldontwp.org | info@portsheldontwp.org

Port Sheldon Township is accepting applications for an in-house electrical inspector.

Qualifications listed below.

Compensation would be per inspection.

Applicants must submit to background check and have their own general liability insurance

Please submit inquiries to:

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ELECTRICAL INSPECTOR

POSITION DESCRIPTION

Perform electrical inspection activities including inspection of electrical wiring and equipment in and on public and private buildings by visual observation and by use of mechanical testing of equipment to ensure compliance with established state and federal codes and laws.

DUTIES

Inspects, with visual observation and electrical testing equipment, new installations and alterations of electrical wiring and equipment in and on public and private buildings and premises.

Checks, visually and mechanically, such items as circuit loads, sizes of conductors and raceways, connections and taping, over current protection and the use of approved service-related devices, fixtures, and equipment.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Issues written notices of code violations requiring corrective action.

Inspects approved plans, specifications and permits issued for proposed work projects.

Explains, both verbally and in writing, the electrical codes to architects, engineers, owners, contractors, electricians, governmental officials and the public.

Gathers evidence on reported code violations and prepares necessary reports.

Testifies at administrative hearings and in court regarding violations of electrical codes, laws, or regulations.

Attends meetings of electrical inspectors, contractors, electricians, and other interested groups to discuss State Electrical Code requirements and the State Electrical Act.

Prepares and/or maintains reports, files, and written correspondence.

Performs related work as assigned.

JOB QUALIFICATIONS Knowledge, Skills, and Abilities

Knowledge of state and national electrical codes and related laws and regulations.

Knowledge of the standard practices, processes, tools, equipment and materials of the electrical trade.

Knowledge of electrical inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Some knowledge of basic investigative techniques and methods.

Ability to read, interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret electrical plans and specifications.

Ability to observe critically, electrical installations or alterations, obtain accurate data and prepare reports.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Working Conditions

Work is typically performed in houses or buildings under construction.

Exposure to dust, dirt, odor and dampness.

Education

Education 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.

Special Requirements, Licenses, and Certifications

Upon appointment, individuals must meet the requirements of Act 407 of 2016 and become registered as an electrical inspector and plan reviewer.

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

Possession of a valid driver's license.

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