

Public Employees Local 71 (LTC) REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DOLWD / LSS / Mechanical Inspection	PCN: 072086
JOB CLASS/TITLE: Safety Inspection & Compliance, Electrical Inspector	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 49(\$33.31) DOE +Steps	DUTY STATION: Fairbanks
CONTACT: JOLEEN NASH	PHONE NUMBER: 907-45 6- 5 024 EMAIL ADDRESS: JOLEEN@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE OF CDL: Valid AK DL ENDORSEMENTS:	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE: DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

JOB DESCRIPTION:

<p>State electrical inspectors perform electrical inspections on new, altered, added and temporary installations on all buildings from residential triplex to commercial and industrial applications. In addition, inspectors assist electrical contractors and industry professionals with understanding and complying with the code. Electrical inspectors perform license verification and take appropriate enforcement action for electrical and plumbing Certificates of Fitness and contractor licensing, electrical and mechanical administrator enforcement within statutory, regulatory, and policy guidelines.</p>
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SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):

Valid Alaska driver's license Alaska Electrical Journeyman Certificate of Fitness (5+ years preferred)

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

Light vehicles

TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

State electrical inspectors perform electrical inspections on new, altered, added and temporary installations on all buildings from residential triplex to commercial and industrial applications. In addition, inspectors assist electrical contractors and industry professionals with understanding and complying with the code. Electrical inspectors perform license verification and take appropriate enforcement action for electrical and plumbing Certificates of Fitness and contractor licensing, electrical and mechanical administrator enforcement within statutory, regulatory, and policy guidelines.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Code Compliance Inspections		
E/M	% of Time	Duty Statement
E	70 %	<p>Perform electrical inspections on new construction, alterations, additions and temporary installations of residential triplex, commercial and industrial construction projects, transmission and distribution line construction work. The inspection will include all aspects of the National Electrical Code or the National Electrical Safety Code as adopted by the department. Follow section guidelines on inspection items.</p> <p>Provide a written report of findings to electricians and owners and follow-up on violations within ten working days of violations to ensure compliance. Update inspection tracking spreadsheets and file inspection reports by Wednesday of the week following the inspection.</p> <p>Understand codes and exemptions, and jurisdictional boundaries related to electrical or other work. Work with Plumbing Inspectors to gain understanding of their jurisdictional requirements as well.</p> <p>Refer cases of willful or repetitive violation to the Mechanical Inspection Manager for follow-up.</p> <p>Frequent travel (up to 30%) required to provide inspection coverage within assigned area of responsibility. Travel may include remote villages or locations where standard accommodations and services are limited or unavailable.</p>
E	15 %	<p>During on-site inspections and as a result of receipt of complaints, the incumbent checks for proper individual and company licenses to ensure compliance with applicable state statutes and regulations.</p> <p>Certificates of Fitness</p> <ul style="list-style-type: none"> • During on-site inspections verify through physical examination and computer data bases that electrical and plumbing tradesmen hold appropriate Certificate of Fitness for the trades they are working in. • Issue Order to Cease and Desist as appropriate to violators of Certificate of Fitness statutes and regulations. • With coordination and approval of the section management issue criminal citation for violation of Certificate of Fitness statutes. • Prepare criminal complaint and associated documents for filing criminal complaint with the appropriate Alaska court and Department of Law offices. <p>Contractor Registration</p>

- During on-site inspections verify through physical examination and computer data bases that contractors are properly registered through the Department of Commerce, Community and Economic Development (DCCED) as required by Alaska Statutes.
- Conduct investigative inquiries to ascertain license status of contractors.
- Issue Order to Cease and Desist and Notice of Administrative Fine to individuals and corporations found to be in violation of contractor registration requirements.
- With coordination and approval of the section management, issue criminal citation for violation of contractor licensing or Certificate of Fitness statutes.
- Assist in the preparation of criminal complaints and associated documents for filing through the appropriate Department of Law offices.

Mechanical and Electrical Administrator

- During on-site inspections verify through physical examination and computer data bases that contractors have the appropriate Electrical or Mechanical Administrator(s) assigned to their contractor license and are properly registered through the DCCED as required by Alaska Statutes.
- Conduct investigative inquiries to ascertain license status of administrators where required by Alaska Statute.
- Following investigative inquiries and coordination with section management, refer violations of Mechanical and Electrical Administrator requirement to appropriate DCCED investigator for enforcement action.

General

- As required and with the assistance of section investigative resources, issue and serve Administrative Subpoenas.
- As required by subpoena and summons, prepare for and testify in Administrative Hearings and court proceedings in support of administrative fine(s) and criminal complaint(s).

Functional Area Title: Code Interpretation and Instruction

E/M	% of Time	Duty Statement
E	3 %	<p>Provide in-office consultation services to federal, state, local, agencies of political sub-divisions, private companies and individuals. These services include code interpretation, code education and code coordination.</p> <p>Code interpretation includes plan review and response to written inquiries regarding code requirements for the plumbing and related portions of construction codes. Code interpretation involves plan reviews prior to and occasionally during construction. These reviews are to ensure code compliance.</p> <p>Evaluation of oral and written requests regarding use of materials and methods of construction are received and researched. Interpretation and recommended responses are made to the section supervisor.</p>
E	2 %	<p>Conduct liaison activities with local building officials, local building associations and other industry representatives.</p> <p>Assist in manning information centers at local home shows.</p> <p>Attend local building industry meetings to provide information on department activities and initiatives.</p>

Functional Area Title: Communication

E/M	% of Time	Duty Statement
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E	5 %	<p>Communicate effectively with contractors, owners, and stakeholders regarding code or licensure requirements. These communications may include verbal, written, or analytical skills to:</p> <ul style="list-style-type: none"> • Conduct verbal on-site assessments, telephone consultations, seminars, and investigative work. • Explain code requirements and methodology along with Alaska statutes and regulations concerning electrical safety and licensing requirements. • Compose letters, inspection reports, memos, legal documents and written interpretations. • Comprehend and organize difficult subject matter. • Maintain current expertise of codes and references and provide transmittals in response for information requests. • Analyze alternate code compliance methods to ensure public safety. <p>Contractor Registration</p> <ul style="list-style-type: none"> • During on-site inspections verify through physical examination and computer data bases verify that contractors are properly registered through the Department of Commerce, Community and Economic Development as required by Alaska Statutes. • Conduct investigative inquiries to ascertain license status of contractors. • Issue Order to Cease and Desist and Notice of Administrative Fine to individuals and corporations found to be in violation of contractor registration requirements. • With coordination and approval of the section management, issue criminal citation for violation of Certificate of Fitness statutes. • Prepare criminal complaint and associated documents for filing criminal complaint through the appropriate Department of Law offices. <p>Mechanical and Electrical Administrator</p> <ul style="list-style-type: none"> • During on-site inspections verify through physical examination and computer data bases that contractors have the appropriate Electrical or Mechanical Administrator(s) assigned to their contractor license and are properly registered through the Department of Commerce, Community and Economic Development (DCCED) as required by Alaska Statutes. • Conduct investigative inquiries to ascertain license status of administrators where required by Alaska Statute. • Following investigative inquiries and coordination with section management refer violations of Mechanical and Electrical Administrator requirement to appropriate DCCED investigator for enforcement action. <p>General</p> <ul style="list-style-type: none"> • As required and with the assistance of section investigative resources, issue and serve Administrative Subpoena. • As required by subpoena and summons, prepare for and testify in Administrative Hearings and court proceedings in support of administrative fine(s) and criminal complaint(s).
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Functional Area Title: Administrative Duties		
E/M	% of Time	Duty Statement
E	4 %	<p>Incumbent is located in a geographically separated office with no direct administrative support which requires that they and the resident plumbing inspector greet members of the public, receive and conduct preliminary examination of license applications, proctor examinations, and forward documentation to the Anchorage Mechanical Inspection office for approval and processing.</p> <p>Administrative duties related to the electrical safety program include, but are not limited to:</p>

- Complete daily work logs -Updated daily.
- Complete written inspection reports - completed daily and filed each Wednesday.
- Issuance of Orders to Cease and Desist
- Issuance of Notice of Administrative Fines
- Complete memorandums and affidavits to support enforcement actions.

May be required to perform other administrative duties as assigned.

E 1 %

In concert with other inspectors or agencies,assists in upgrading, rewriting, revising, and reviewing journeyman electrician, residential wireman,and journeymanlineman examinations as required by section and division management. This activity generally is necessary when a new version of the National Electrical Code or National Electrical Safety Code are adopted by the State of Alaska.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Microsoft Windows, Outlook, Word, Excel, Teams and web browsers (daily)

Certificate of Fitness database (daily)

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Windows based computer (daily), Cellular phone (daily), Standard office machines (daily), state owned vehicle (daily), standard hand tools (screw driver, pliers, etc.) (daily)

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

National Electrical Code, National Electrical Safety Code (daily)

Alaska Statutes: 08.18; 08.40; 18.60; 18.62 (daily)

Alaska Administrative Code: Title(s) 8; 21 (daily)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Incumbent performs code enforcement and identifies code violations independently.

Performs inquiries and verifies that contractors and tradesmen are in compliance with state licensing requirements, takes enforcement action independently based upon policy and procedures.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with members of general public, local political sub-division representatives (i.e. building officials); local governmental officials, occasional contact with law enforcement personnel from Federal, state, and local jurisdiction(s) as well as peers from other states.

Contact supervisor to advise of schedule changes, inspection status, industry and code updates. (2-3 times a week)

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Failure to properly conduct code enforcement activities could pose a threat to life/safety of members of the general public due to improper plumbing installations, as well as creating additional cost due to missed or incorrect inspection findings.

Failure to perform duties in a prudent manner could cause the state to be litigated against requiring additional state funds and resources to defend actions of the state.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Must have training, experience and knowledge of the National Electrical Code and National Electrical Safety Code, and familiarity with the Uniform Plumbing Code. Communication with the public is also necessary.

Knowledge of the operation, maintenance and repair of electrical systems.

Since all inspection activities are documented through internet-based inspection programs the incumbent must be proficient in keyboarding and the use of computers.

Communication skills (verbal and written) are necessary to be able to explain code violations and the potential danger.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Hold and maintain a current Certificate of Fitness as a journeyman electrician and maintain required continuing education.

Maintain a current Alaska driver license.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level			O	
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks				F
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces		P		
Balancing on narrow surfaces			O	
Balancing on slippery surfaces			O	
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)				F
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)		P		
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Exposure to aggressive/angry people in the work environment.			O	
Travel in small aircraft, watercraft, helicopter, snow and all terrain vehicles.			O	

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.