

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Chief Electrical Inspector  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs work as an individual contributor at senior-level and experienced technical expert in the Building Division of in the Sustainable Development Department. Work involves conducting electrical inspections and plan review for conformance with the Florida Building Code, and other applicable codes. Work is performed under general direction with extensive latitude in the use of initiative and independent judgment. Position relies on experience and exercises considerable independent judgment based on subject-matter expertise in the area of specialization and the application of advanced concepts, techniques and knowledge of processes

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conducts electrical inspections at job sites and all electrical wiring installations to ensure compliance with applicable codes
- Reviews plans, drawings, and related documents to verify compliance with applicable codes
- Responds to investigations of complaints pertaining to violations of applicable codes and ordinances; investigates referrals from the Code Enforcement Division
- Attends continuing education classes to maintain required certifications
- Investigates referrals regarding electrical fire damage, water damage, and other code violations
- Monitors and responds to voice and e-mail messages
- Participates in meetings with contractors, developers, architects, and engineers prior to and during construction activity
- Prepares reports and maintains records
- Assists residents and contractors with electrical issues and answers general questions on a daily basis
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High School diploma or GED; meet all State of Florida and Broward County Rules and Appeals requirements to be certified as a Chief Electrical Inspector as per The Florida

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Building Code Section 104.5 – 104.5.3, Broward County Amendments; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess current certification as an Electrical Plans Examiner and an Electrical Inspector by the Broward County Board of Rules & Appeals. Engineers are exempt from BCAIB certification only.

Must possess current Certificate of Competency as a Master Electrician Contractor or Electrical Contractor issued by at least one of the following entities: A) Florida Electrical Contractors Licensing Board, B) Broward County Central Examining Board of Electricians (BCCEBBCT), C) Dade County Construction Trades Qualifying Board, Block proctored (issued on or after January 1, 1968), or D) the Florida Department of Business and Professional Regulation (FDBPR) as an Engineer.

Must have a valid state of Florida driver license, class “E”.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to detect deviations from plans, regulations, and standard construction practices
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

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**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

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Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date