



Electrical Contract Inspector

DEFINITION

This work is concerned with all aspects of electrical systems, fire protection systems, security systems, CCTV systems, network cabling systems, gas detection systems, emergency power systems and auto door systems between the City and private contractors. The Inspector is involved in all phases of work performed including the identification of specific electrical contract work to be performed, the preparation of tender documents, the evaluation of incoming bids, the monitoring of work in progress to ensure that specifications, standards and code requirements are met, and performing a variety of administrative support functions including final site inspections and other follow up duties.

TYPE OF WORK

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled | |

TYPICAL DUTIES *

Meets with client department representatives to discuss and assess work requirements, provides alternatives when applicable, and conducts follow up or research activities when required.

Prepares project scope of work/tender specifications for contract work to be performed.

Prepares required documentation to initiate the tender process.

Provides general estimates of time and costs when necessary.

Ensures that applicable time frame requirements are met.

Coordinates site meetings with contractors to define project requirements, define requirements particular to the respective site, tour the work site and supply any additional information required prior to implementation of the bidding process.

Assesses and evaluates contractor bids in relation to project scope of work/tender specifications, and provides the foreman/supervisor with recommendations as required.

Ensures that all documentation for the awarding and authorization of contract work such as purchase orders is processed within applicable time frames.

Conducts on site inspections and supervision of work in progress to ensure compliance with project scope of work/tender specifications, provides necessary direction to contractors when indicated, and compiles progress reports to foreman/supervisors as required.

Responds to unusual situations on work in progress, makes applicable decisions or involves the foreman/supervisor and clients as required.



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Ensures that applicable Occupational Health & Safety, individual civic department health & safety requirements and environmental protection procedures are in place during all phases of projects, and responds to violations as required.

Provides liaison with other trades workers, Foremen, Inspectors, etc. and coordinates activities and schedules work and inspections as required.

Conducts final site inspections on behalf of the City and orders remedial work as required. Authorizes contractor payments for both work in progress and final completion payments.

SUPERVISORY/LEADHAND RESPONSIBILITIES

May be assigned to relieve for foreman.

ENVIRONMENTAL AND WORKING CONDITIONS

Working conditions vary from office conditions to extremes in weather while working outside.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the following categories:

- Electrical trade
- Fire Protection Systems
 - fire alarm systems
 - sprinkler systems
 - suppression systems
 - fire extinguishers
- Security systems
 - card access systems
 - electronic security systems
 - CCTV systems
- Network cabling systems
- Gas detection systems
- Emergency power systems
 - generators
 - uninterruptible power systems



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- power factor correction
- Automatic door entry systems

Knowledge of regulations of all Authorities having jurisdiction, and the associated practices as it pertains to construction, maintenance and rehabilitation.

Considerable knowledge of applicable Occupational Health and Safety regulations and procedures, individual civic department safety requirements as well as environmental protection regulations and how they pertain to the work being proposed.

Considerable knowledge of the contract tendering process, including administrative procedures, reports, and other requirements.

Considerable operating knowledge of computers and computer programs.

Ability to communicate effectively, both verbally and in writing, the job requirements with clients, contractors, trades personnel, etc. The ability to resolve situations requiring immediate judgment.

Ability to withstand periods of strenuous physical activity and to work at inclement outdoor sites and withstand extremes of temperature

TRAINING AND EXPERIENCE REQUIREMENTS

- Completion of Grade 12.
- Certification at the Journeyman and Masters levels in the Electrical Trade.
- Minimum of 5 years of progressively responsible experience in the electrical trade supplemented with experience in contractor supervision, site inspections, job estimating and construction costs, specification preparation, and interpretation of electrical regulatory codes as they apply to construction projects.
- Possession of a valid Class 5 Drivers License.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>62M</u>	<u>62D</u>
Job Code	1299	
Grade	037	
Last Updated:	2008	
Previous Updates:		
Originated:	1997	