

CLASS TITLE: ELECTRICAL COMPLIANCE OFFICER

Class Code: 02755200
Pay Grade: 24A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To develop, implement, coordinate and maintain a program of electrical inspection of the buildings and facilities of the Department of Mental Health, Retardation and Hospitals; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the use of independent judgement; work is reviewed for conformance to existing electrical codes, rules and guidelines.

SUPERVISION EXERCISED: Plans, organizes, and reviews the work of subordinate electricians and laborers engaged in electrical installation and repair.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To develop, implement, coordinate and maintain a program of electrical inspection of the buildings and facilities of the Department of Mental Health, Retardation and Hospitals.

To be responsible for determining that all electrical systems and equipment conform to job existing state and federal codes, as well as to the standards of the Joint Committee of the Accreditation of Hospitals.

To establish and execute a policy as to the use of extension cords and electrical appliances in order to ensure compliance with all safety standards.

To formulate and maintain documentation procedures in order to record the extent and results of electrical inspections conducted.

To perform regular inspections of all primary and secondary electrical feeders within each building with recording equipment in order to ascertain if any overloading or safety deficiencies exist.

To inspect electrical installations in order to ensure that work in progress and upon completion has been performed in accordance with plans and specifications, and to see that all pertinent safety standards have been met.

To examine wire sizes, type of insulation, voltage capacity, breaking capacity of circuit breakers and the interrupting capacities of these breakers in order to identify any defective electrical installations.

As required, to prepare written reports on data accumulated and results obtained.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal electrical codes, as well as the electrical standards of the Joint Committee on the Accreditation of Hospitals; a thorough knowledge of the principles, practices, techniques, equipment and materials used in the electrician trade; a thorough knowledge of the construction of electrical apparatus and equipment; the ability to analyze and interpret blueprints and wiring diagrams; the ability to prepare reports concerning defects in electrical installations; the ability to coordinate the work of a staff engaged in a program of electrical inspection; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity in a position involving the investigation and inspection of electrical installations and apparatus.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must possess a Class A Electrical Contractor's license issued by the Rhode Island State Board of Examiners of Electricians and must maintain such licensure as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03