

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ELECTRICAL LICENSING INSPECTOR **GRADE:** 6

TITLE ABBREVIATION: ELEC LIC INSP **TITLE NO.:** 562910

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: OFFICE OF CONSUMER AFFAIRS **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OF CONSUMER AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: The work involves the investigation of county electrical licensing compliance and violations. Routine travel is a requirement. Incumbent issues notices of violations and/or summonses as required. Work is performed in accordance with county rules and regulations, under the supervision of the Commissioner of Consumer Affairs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Travels to work sites within the county to perform inspections that ensure compliance of electrical licensing laws and regulations;

Investigates verbal and written complaints referred by public or other agencies regarding violations of local electrical licensing laws;

Issues notices of violations and/or summonses to violators when sufficient evidence exists;

Prepares and submits reports and action taken on field work to the Commissioner of Consumer Affairs and Electrical Licensing Board;

Operate computer applications such as spreadsheet, word processing, calendar or e-mail;

May testify at hearings or proceedings in cases where violations are contested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of county electrical licensing laws; basic knowledge of computer applications, such as spreadsheets and word processing; ability to communicate clearly and concisely both orally and in writing; ability to keep routine records and prepare accurate and complete reports; ability to meet and deal effectively with people; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving delivery of public services, inspection, or law enforcement.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

REVISED: 9/14/17 dc