

**SENIOR ELECTRICAL INSPECTOR (4223)
TASK LIST - 2024**

1. Reviews proposed electrical plans such as single line drawings prior to and during inspections, in order to verify loads, demand factors, number of circuits, lighting and outlet requirements, fees, and plan installations are in compliance with the Los Angeles City Electrical Code and accepted safety standards.
2. Inspects materials and equipment such as power panels, control panels, transformers, lighting systems, low voltage systems, and fire alarm systems as specified by the engineer or contractor, in order to determine whether they have been approved by Nationally Recognized Testing Laboratories (NRTLs) or the City of Los Angeles, and to ensure that the methods of installation comply with the Los Angeles City Electrical Code and National Electrical Code (NEC) requirements.
3. Inspects electrical installations and equipment located in areas such as multi-family residential, commercial, industrial, and public buildings, major structures and complex industrial installations under construction or modification, in order to ensure they are in compliance with provisions of the Los Angeles City Electrical Code and the State Energy Conservation Regulations; to approve completed work; make progress payments to the contractor as work is completed and approved; and/or provide itemized correction notices.
4. Updates proposed installation plans when installations deviate from the plans by noting the deviations on plans, or by issuing a correction notice to direct the contractor to resubmit plan when approval is required, in order to provide necessary resources, ensure plans are compliant, provide specifications, and/or ensure the Electrical Code is followed.
5. Performs final inspections of necessary occupancy components such as panels, outlets, switches, receptacles, and fixtures in multi-family residential, commercial, industrial and public buildings, in order to ensure that loads are balanced; that no unapproved or uninspected changes have been made; and that there is compliance with the Electrical Code and the State Energy Conservation Regulations.
6. Receives, reviews, and manages complaints or requests involving issues such as substandard electrical conditions in a building, surveyance of electrical wiring, fixtures, and equipment on the premises, in order to prepare written reports of complaints and the conditions observed; issue correction notice and then issue a an Order to Comply to repair or replace unsafe wiring, fixtures, or equipment; or dismiss the complaint if no code violations are found.
7. Performs inspections of buildings with electrical installation damage caused by electrical and non-electrical fires, referral from departments, and issues an Order to Comply to the owner specifying work which must be done, in order to ensure the proper following of the Los Angeles City Electrical Code, or the minimum requirements of the current code.
8. Serves as a public point of contact to provide contractors, engineers, craftspeople, and owners with assistance regarding interpretation of the Los

Angeles City Electrical Code laws and regulations, in order to ensure necessary compliance needed to update or continue construction in new and existing facilities.

9. Performs follow up inspections on prior Orders to Comply and correction notices, in order to submit appropriate records to the Investigation Division if compliance has not been obtained.
10. Ensures plans and specifications are followed and are in compliance with the Electrical Code, in order to avoid the withholding of payments.
11. Consults with immediate supervisor and subordinate on unusual or complex installations, specifically with regard to interpretation of the Los Angeles City Electrical Code, job procedures, equipment, and requirements, in order to clarify how to continue with tasks.
12. Prepares and maintains record keeping of job progress, files, workloads and travel routes, in order to efficiently manage time, travel, material, and mileage costs.
13. Supervises electrical inspectors and provides support such as training, demonstrations, and observations, in order to ensure inspectors and assistant inspectors follow proper inspection techniques, public relation skills, and effectively enforce the Los Angeles City Electrical Code.
14. Conducts subordinate performance evaluations on components such as field performance, quality of administrative work, learning progress, in order to identify and counsel on areas of improvement, and provide recommendations for subordinates on probation.
15. Conducts daily reviews of plans, permits, and written orders, in order to verify the accuracy of code reference and interpretations, electrical calculations, time spent on each job, and mileage reported.
16. Conducts daily reviews of inspection requests for the assigned district or other districts, in order to assign subordinates with inspection tasks and assist with the planning of daily routes based on priority and location of inspection requests.
17. Receives and processes appeals for modification submitted by contractors that need to meet Los Angeles City Electrical Code requirements, in order to provide Principal or Chief Electrical Inspectors with recommendations or methods to comply with City, State, and Federal Electrical Codes regulations.
18. Researches and develops new instructional material on various areas such as departmental policies, administrative procedures, Electrical Code (wiring methods, feeders, services, branch circuits, appliances, motors and transformers, hazardous areas, fees, condemnations, plan reading, basic electrical theory, identification of wiring methods, and definitions of electrical terms), public relations, and field inspection techniques, in order to train new inspectors and assistant inspectors.

19. Receives and reviews requests for inspections of temporary electrical installations and buildings requiring emergency electrical or fire alarm systems, in order to perform rough and final inspections, as well as inspections following installation and removal.