

Job Class Profile: Technical Inspector II**Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	6	5	5	5	1	5	
Points	233	83	19	29	150	108	103	21	54	800

JOB SUMMARY

The Technical Inspector II is responsible for technical inspection work in administering and regulating electrical, buildings accessibility and other related building services legislation in an assigned region of the Province.

Key and Periodic Activities

- Processes applications for registration of electricians and contractors. Co-ordinates and conducts audit inspections of all Code 1 Electrical Contractors to ensure compliance with the Canadian Electrical Code and applicable Acts and Regulations.
- Co-ordinates and performs site inspections and initiates corrective action on electrical installations in residential, commercial and industrial facilities to ensure compliance with the Canadian Electrical Code and Public Safety Act and regulations.
- Issues approval certificates for electrical work which passes inspection; issues appropriate notices to contractors or building owners of modifications or additional work required; and conducts follow up inspections as required in cases where the initial inspection indicated sub-standard work.
- Provides information to electricians, contractors and the general public respecting electrical installations and building accessibility requirements.
- Reviews specifications for the design of new electrical equipment and appliances and passes judgement on the safety aspects in light of Canadian Standards Association criteria.
- Performs site inspections on public buildings to ensure compliance with Buildings Accessibility Legislation.
- Conducts investigations, gathers evidence and prepares detailed documentation to support the Crown's position for litigation in cases of non-compliance and appears as a Crown witness when requested.
- Prepares daily inspection reports.
- Collects water samples for testing from private and public water supplies.
- Performs inspections as requested on new and existing facilities in nursing homes, personal care homes, group homes and special foster homes to ensure compliance with electrical, building and fire/life safety codes, standards and department policies.
- Attends workshops and seminars for continued professional development.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Applicable Acts and Regulations. — Knowledge of National Building and Fire Safety Codes and Electrical Codes and standards. — Knowledge of Occupational Health & Safety Policies. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Completion of an Electrical Journeyperson Certificate. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 8-9 years. <p>Competencies:</p> <p>Ability to apply established techniques to perform inspections; co-ordinate related work activities; provide advice to clients on various provincial regulations, conduct analysis or assessment; and written/verbal communication skills.</p>
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills such as listening, asking questions, providing routine and specialized information, and gaining the co-operation of others to complete work or solve problems occurs on a regular basis when dealing with clients regarding inspection activities and enforcement of legislation. Also instructs, makes formal presentations, deals with upset or angry people and resolves disputes (particularly when dealing with code violations). — Most significant contacts are Manager of Operations and peers (source of current and historical information, policies and procedures); Regional Support Supervisor (source of information for policies and procedures relating to protected roads and highway signs regulations); and contractors/electricians/building owners (provide service, inspections, grant approvals, enforce legislation, discuss resolve technical and code issues).

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — Activities performed occasionally involve working in awkward or cramped positions and require ability to maintain physical balance. — Regularly uses hand tools. — As travel is required throughout the region, considerable driving is required. — Fine finger/precision work to compile reports and input information in database is also a regular occurrence.
Concentration
<ul style="list-style-type: none"> — Visual concentration and alertness is exercised on a constant basis when reviewing applications, conducting inspections and driving.

- **Auditory** concentration is required when involved in meetings and other discussions.
- **Higher than normal levels of attentiveness/alertness** is constantly required when inspecting all types of electrical systems, high voltage electrical installations and equipment and ensuring adherence to accessibility and fire codes and for the **health and safety of others**.
- **Time pressures and deadlines** are experienced when dealing with public safety issues and applications. **Lack of control over work pace** occurs when waiting on referrals from other departments to complete work, and as a result of the volume of work and travel required in the region.
- **Eye/hand co-ordination** is required every day when working on energized equipment, driving and using measurement tools.
- **Exact results and precision** are required when conducting inspections of electrical equipment and installations, testing amperage and voltage, reviewing specifications and related calculations and ensuring premises are in compliance with applicable accessibility and fire codes.

Complexity

- Tasks and activities are typically different but related, allowing the use of similar skills and knowledge. There is a requirement to keep abreast of changes to various codes and regulations.
- Typical challenges encountered relate to dealing with contractors/clients/public on issues regarding new and existing wiring, electrical installations and systems in residential, commercial and industrial structures for conformance with applicable electrical codes, the Inspection Act, municipal by-laws, sound trade practices and the Public Safety Act and regulations; failure to comply with building accessibility details. All of these challenges require an assessment of the situation to determine appropriate solution to resolve.
- References available includes schematics and specifications; Canadian Electrical Code, Public Safety Act and Electrical Regulations; Inspection Act, OHS Act & Regulations; policies, procedures and guidelines, and other staff.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Can issue approval certificates for electrical work which passes inspection and issue appropriate notices to contractors of modifications or corrections required within specified time lines. Appears as Crown witness when required.
- Policy or process changes, initiation of legal action and correspondence dealing with confrontational situations must be approved by supervisor.
- Acts independently and must exercise discretion and judgement when interpreting directions, applying guidelines and dealing with code violations.

Impact

- Impacts are felt internally within the immediate work area and department as well as externally with clients and general public.
- Resources impacted include equipment, processes and systems, facilities, finances, material resources, information, health & safety and corporate image.
- The consequences of a decision or a mistake or error can have a significant impact on

contractors, building and owners and occupants and their resources. If an electrical system does not meet code or is unsafe, it could place individuals and the general public's health and safety at risk. Mistakes or errors resulting from poor judgement or in interpretation may lead to an unsafe electrical condition and in extremes situations could result in fire or loss of life. In addition, this would affect the quality of the building, create unsafe work conditions, and impact significantly on construction costs and schedules.

- Usually mistakes are identified and resolved quickly, however, a problem may go undetected for years depending on the significance of the mistake.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides common advice and guidance.

WORKING CONDITIONS

Environmental Working Conditions

- Safety precautions and personal protection equipment are required when visiting sites and conducting inspections.
- There is a moderate likelihood for electrical shock, minor cuts, bruises, abrasions, with a limited likelihood of fractures or injury or occupational illness resulting in disability given that all health and safety regulations are followed.
- Work encompasses regional responsibilities; therefore, travel and driving are required on a constant basis.
- Exposure to electrical shocks exists when conducting inspections. Regularly exposed to unusual or distracting noise and glare; and occasionally exposed to dirt, dust, fumes, limited ventilation, lighting, vibration, hazardous chemicals, toxic or poisonous substances, odours, dangerous heights or depths, wet or slippery surfaces, lack of privacy, awkward or confining workspaces, temperature extremes, adverse weather conditions, physical dangers and sharp objects.