

POSITION DESCRIPTION

POSITION TITLE: KY Certified Electrical Inspector (Contract Employee)

CHARACTERISTICS: Under the direct supervision of the Hardin County Planning & Development Commission and the Director of the Commission. The Inspector must perform electrical inspections as established by each governing jurisdiction, which currently includes the unincorporated area of Hardin County & Larue County and the cities of West Point, Vine Grove, Sonora, Upton & Hodgenville. The Inspector must perform all duties and obligations necessary for the enforcement of the National Electric Code to include inspections of new construction, commercial, additions and/or alterations to determine compliance with the approved plans, specifications, and with the applicable codes.

MINIMUM REQUIREMENTS:

High School Diploma or GED

Certified Electrical inspector KRS 227.489 **OR** KAR 35:015

as established by the Department of Housing, Buildings & Construction, Division of Building Code Enforcement.

Must maintain all required Workman's Compensation, Liability and Professional/Errors & Omissions insurance and licenses, certifications and credentials for the length of contract.

Establish Regular Office Hours

A valid KY driver's license is required.

Maintain reliable transportation.

Provide all inspection materials (inspection stickers, etc).

Maintain cell phone number with voicemail.

Ability to bend, stoop, climb and crawl to perform inspections.

Work is performed in all types of outdoor weather conditions.

Requirement to NOT be engaged in outside employment in any electrical or construction business/activities.

EXAMPLES OF DUTIES:

Examine and review electrical plans for compliance with all applicable codes. Conducts on-site inspections with recommendations of corrective action. Responsible for entering inspection data into computer software. Ability to communicate and explain the code to electricians, builders, architects, lawyers, public officials and citizens concerning interpretation and compliance with the electrical code. Produce written correspondences regarding violation notices and inspections. Responds to customer emails and phone calls. Authorize utility companies to begin or resume electrical service. Prepares reports of findings, and compiles evidence should legal action be taken. Testifies in court and at public hearings if necessary.

CONTRACT ELECTRICAL INSPECTOR POSITION

The Hardin County Planning and Development Commission is accepting applications from individuals for the position of a Contract Electrical Inspector. Applicants must be currently certified by the State of Kentucky to perform both residential and commercial inspections. The areas of jurisdictions are for the unincorporated Hardin County & Larue County and the cities of West Point, Vine Grove, Sonora, Upton & Hodgenville. This is an independent contract position *without* benefits. Individuals hired must provide Workman's Compensation, Liability Insurance, and Professional / Errors and Omissions Insurance. Must have the desire to work with citizens and electrical contractors and possess the ability to explain regulations and codes. Must provide and maintain reliable transportation, cell phone and all necessary inspection materials. Applicant must maintain some set office hours within our office in Elizabethtown, KY and will be responsible for entering inspection data into our Iworq software computer system. Resumes will be taken until 4:30 p.m. on 3 December 2021. The Hardin County Planning and Development Commission is an Equal Opportunity Employer.

Please submit resumes with references to:

Hardin County Planning & Development
Director, Adam King, AICP
150 N. Provident Way, Suite 225
Elizabethtown, KY 42701
acking@hcky.org