



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Electrical Inspector

Department: Housing, Economic Development, and Commerce

Division: Construction Official Office

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time and Part-Time

Workweek: 37.5 hours (Full-Time)/Flexible Work Hours (Part-Time)

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for an Electrical Inspector who will review plans and perform electrical inspection work to enforce the State Uniform Construction Code, the electrical subcode, and regulations adopted pursuant to the Uniform Construction Code Act.

Job Duties:

- Examines and approves plans and specifications for electrical work for compliance with the electrical subcode of the Uniform Construction Code.
- Inspects and evaluates electrical work in construction projects for conformance with requirements of approved plans, and the electrical subcode and regulations of the New Jersey Uniform Construction Code.
- Inspects electrical installations in existing buildings for conformance with the minimum safety standards incorporated in the regulations of the Uniform Construction Code and relevant laws within the jurisdiction.
- Determines the cause of electrical or energy subcode violations and takes corrective action.
- Provides testimony in court.
- Provides recommendations for temporary and final certificates of occupancy.
- Prepares reports.
- Establishes and maintains essential records and files.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Education Requirements: High School Diploma or GED preferred.

License Requirements:

- Possession of a valid New Jersey Driver's license.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Possession of a valid license as an Electrical Inspector of the appropriate level, High-rise and Hazardous (HHS) or Industrial and Commercial (ICS), issued by the New Jersey Department of Community Affairs.

Essential Skills:

- Knowledge of electrical service sizing and design.
- Knowledge of branch circuit and feeder design including conductor sizing and over-current protection requirements for various types of circuits including general lighting and power, appliance and motor circuits, and switchboard and panel board systems.
- Knowledge of requirements for special fixtures, methods, and devices required by code.
- Knowledge of the organization and content of the Uniform Construction Code.
- Knowledge of basic classification of structures into class categories.
- Knowledge of the methods of systematic plan analysis.
- Knowledge of the information to be included in plans for compliance with code requirements.
- Knowledge of material requirements found in the code.
- Knowledge of installation methods for all approved materials.
- Knowledge of methods used to prepare inspection reports.
- Ability to analyze and interpret electrical installation codes.
- Ability to prepare electrical plans and specifications.
- Ability to review work plans and specifications for accuracy and conformity.
- Ability to work harmoniously with property owners, private contractors, and others.
- Ability to conduct electrical investigations and inspections.
- Ability to issue electrical work permits.
- Ability to prepare reports of investigations containing findings, conclusions, and recommendations.
- The same knowledge and abilities as an ICS license plus knowledge of advanced electrical system design.
- Knowledge of procedures and methods necessary to check design, material, and installation practices for the more complex systems in high-rise and hazardous structures, according to the hazardous use identified in Article Four of the building subcode and the hazardous locations identified in the electrical subcode.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title (please see the job description here: <https://info.csc.state.nj.us/jobspec/01699.htm>).

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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