



IDENTIFICATION

Department	Position Title	
Infrastructure	Electrical Inspector	
Position Number	Community	Division/Region
33-2720	Inuvik	Compliance and Licensing

PURPOSE OF THE POSITION

The incumbent is appointed by the Commissioner as an Inspector under the *Electrical Protection Act* to enforce the provisions of the Act and Regulations throughout the Inuvik Region, to reduce loss of life, injury and property damage due to electrical hazards.

SCOPE

The position is located in Inuvik, Northwest Territories (NWT) and serves 13 communities in a multicultural setting and various other mobile and fixed camps and operation which may be located anywhere within the Inuvik Region. The inspector reports to the Manager, Electrical/Mechanical Safety for administrative direction in leave and attendance travel documentation, overtime documentation, and delegation of signing authority. The inspector will report to the Manager, Electrical/Mechanical Safety in Yellowknife for all technical matters related to the *Electrical Protection Act*.

The Electrical Inspector is responsible to the Chief Electrical Inspector for the exercising of all powers and duties under the *Electrical Protection Act*, including issuance, suspension or denial of Electrical Permits or NWT Qualified Electrical Workers.

The Electrical Inspector reports to the Chief Electrical Inspector in Yellowknife for administrative direction and for all technical matters related to the *Electrical Protection Act* and Regulations.

The incumbent has signing authority for \$25,000 spending authority for \$25,000 and is responsible for revenue collections of approximately \$150,000 per year.

RESPONSIBILITIES

- 1. Provides physical inspections on all types of electrical equipment and work to ensure compliance with codes and regulations by:**
 - After giving adequate notice, at any reasonable time enter any premises and inspect the premises and electrical equipment in or on the premises;
 - Require electrical equipment that is being inspected to be put into operation or stopped for the inspection;
 - Require the preparation and production to the inspector of plans and specifications for the installation of electrical equipment that the inspector considers necessary for the purposes of an inspection; and
 - Remove, or require the owner of the premises to remove an obstruction that may prevent a thorough inspection.
 - Where the incumbent is of the opinion, based on his knowledge and experience of electrical theory and construction practices, that electrical equipment is a hazard to life or property, the incumbent may:
 - Notify the owner of the electrical equipment to put it in a safe condition within the time specified by the inspector;
 - Order the owner of the electrical equipment not to use electric energy in the equipment until the equipment is put in a condition satisfactory to the inspector;
 - Order the adoption of practices that in the opinion of the inspector will make the electrical equipment safe for use;
 - By written notice, prohibit all persons from working on or near live electrical equipment; and
 - Instruct the supply authority to withhold the supply of electric energy to premises in or on which the electrical equipment is found until the electrical equipment is put in a condition satisfactory to the inspector.

- 2. Monitors that all electrical installations are done by qualified electrical workers and that an electrical installation permit has been obtained for all electrical work.**
 - Issues permits and receipts of approximately \$50,000 per year.

- 3. Reviews, analyses, and approves electrical engineering designs for various types of electrical installations in the NWT by evaluating them against adopted codes and standards, established electrical engineering principles and current electrical technology.**

- 4. Provides education/communication and awareness of electrical safety to electrical designers, electrical contractors, electricians, community groups and the public by:**
 - Conducting seminars and distributing safety pamphlets, directives, recalls, and regulatory decisions, and
 - Responding to telephone questions, complaints and requests for interpretation of codes and standards.

5. Ensures that electrical equipment sold, displayed, offered for sale, or otherwise disposed of in the Territories is approved according to the regulations by:

- Monitoring goods offered for sale by wholesale, retail and catalogue outlets,
- where the incumbent finds electrical equipment that is not approved under the regulations being displayed, advertised, offered for sale or otherwise disposed of he may:
 - order the owner to remove the electrical equipment from display and to cease advertising, etc.; or
 - remove the electrical equipment from the premises

6. Investigates electrical accidents, fires and violations of the Act and reports the findings to the Chief Electrical Inspector by:

- Investigating and collecting evidence of equipment malfunction, or improper installation;
- Investigating violations of the Act or regulations;
- Preparing and prosecuting violations by assisting with issuing subpoenas issuing summonses, swearing out information, and preparing court briefs.

WORKING CONDITIONS

Physical Demands

Inspecting duties will require frequent (25%) crawling into awkward confined spaces, climbing ladder, extensive walking in extreme conditions, etc. whenever inspecting at construction projects.

Environmental Conditions

This position requires extensive travel throughout the Inuvik Region in vehicles on snow covered or gravel or ice roads, or in small aircraft with cramped enclosed conditions that require a 3 to 4 day trip by air to communities. These inspections will consume approximately 50% of the year's work responsibilities.

Sensory Demands

The incumbent will be exposed to hazardous conditions such as construction or renovation debris and dust, fumes, extremes of cold temperatures, loud noises etc. This will occur at every work site that is inspected and is approximately 20% of the year's workload.

Mental Demands

Incumbent will experience frequent interruptions, changing and conflicting priorities for demand of work from clients, supervisors and general public and must balance travel arrangements appropriately between communities to accommodate these demands. This will occur on a daily basis.

Incumbent will experience mentally stressful situations when dealing with irate persons in an enforcement situation, which happens 3 to 4 times per week. Physical threats can occur.

Incumbent will be subject to mentally disturbing situations when required to order electrical power disconnections which happens approximately 5 to 8 times a year. The decision is solely that of the incumbent and can have a significant impact on others including financially and physically.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Canadian Electrical Code and other applicable building and safety codes and standards and will require understanding and skill in investigation procedures for electrical accidents, electrical fires and violations of the Electrical Protection Act.
- Proven ability to operate within computerized environment, specifically AMANDA, Microsoft Office Suite (Word, Excel, PowerPoint and Access) and Outlook.
- Ability to communicate effectively with tact and diplomacy through oral and written orders, notices, notifications and instructions to owners, electricians, electrical contractors, supply authorities, consultants and other persons with respect to electrical installations, equipment and designs.

Typically, the above qualifications would be attained by:

- An interprovincial Certificate of Qualification (Red Seal) at a Journeyperson level in electrical construction and maintenance with five years construction experience in the electrical trade after certification and one year of experience supervising in electrical installations.
- Must be eligible for certification as a Certified Electrical Inspector by the International Association of Electrical Inspectors (IAEI) with a probationary period.
- Incumbent must have a valid NWT Class 5 driver's license.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Choose a language

- Required
- Preferred