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Electrical Inspector Scope of Work

Job Title: Electrical Inspector
Reports To: Senior Security Officer/Chair OSH Committee
Duration: Bi Annual
Location: Nairobi, Kakuma & Dadaab
Supervision of Others: None
Benefits: None

Insurance: proof of insurance

Job Summary

Responsible for inspecting the installation of electrical systems and equipment to detect faulty wiring and ensure they comply with electrical codes and standards. Visits construction sites and residences, performs inspection, and makes recommendations for improvement.

Core Values:

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly.
- Listens to others.
- Takes initiative and acts in a responsible manner.
- Shows flexibility within established parameters.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit or smell. Must be able to drive. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Considerable time is spent in the field inspecting construction work sites, although some time is spent in the office. Inspection sites can be dirty, cluttered with tools, materials or debris. Inspectors may have to climb ladders or many flights of stairs, or crawl around in tight spaces. Inspectors must adhere to safety requirements at constructions sites such as wearing hard hats and eye protection.

Electrical inspectors need the following skills in order to be successful:

Technical skills: Electrical inspectors use technical skills to understand and interpret electrical codes and regulations. They also use technical skills to identify electrical hazards and safety risks. Electrical inspectors use technical skills to identify and understand electrical systems and components.

Communication skills: Electrical inspectors use their communication skills to convey information to others. They use their communication skills to explain electrical safety regulations to contractors and building owners. Electrical inspectors also use their communication skills to write inspection reports and make recommendations for electrical improvements.

Problem-solving skills: Electrical inspectors use problem-solving skills to identify potential issues and find solutions. They use these skills to ensure the electrical systems they inspect are safe and up to code. Electrical inspectors use problem-solving skills to identify and address issues with electrical systems, including those that may be a fire hazard.

Organization skills: Electrical inspectors use organization skills to keep their records and paperwork in order. They also use organization skills to keep track of the electrical equipment they inspect. Organization skills can also help you keep track of the electrical systems you inspect to ensure you check them all.

Attention to detail: Electrical inspectors need to have excellent attention to detail to ensure they notice any potential issues with electrical systems. Attention to detail can also help you identify any safety concerns that may arise from electrical issues. For example, if you notice a wire that's frayed, you may need to investigate the issue further to ensure it's safe for people to continue using the electrical system.

Essential Job Functions:

- Provide assistance and verifies alternate methods of construction to meet the intent of each related code.
- Document results of inspections.
- Picks up extra inspections as needed.
- Examine electrical systems and equipment.
- Inspect the installation of the electrical wiring for heating and air-conditioning systems, appliances, and other components.
- Provide interpretation and recommendations to ensure compliance with the intent of each code.
- Provide records of all inspections, including photographs, and make them available to the LWF , with recommendations for corrective actions of the inspection.
- Stop construction of non-compliant installations.
- Inspect wiring of assemblies for accuracy of stripping, soldering, and crimping, and for defects.
- Look for frayed wires and loose connections.
- Test continuity.
- Verify wire and cable length.
- Examine parts and assemblies.
- Inspecting electrical equipment such as transformers, generators, and circuit breakers, to ensure they meet manufacturer specifications and guidelines for safety.
- Recommending changes to electrical systems or equipment to improve efficiency or safety
- Investigate complaints about possible code violations and take appropriate enforcement action.
- Carry out inspections of electrical outlets, switch pales, light fixtures, smoke detectors and functionality of the electrical system, e.g., arcing, etc.
- Testing and maintenance of low and medium voltage distribution systems.
- Inspection and testing of surge protection device
- Perform other duties as assigned

General safety precautions

1. All operations on the equipment must be carried out by qualified personnel, aware of specific electrical hazards and precaution to be taken.
2. When work is conducted, appropriate warning sign/notice should be put up and barricade around the working zone to form isolation.
3. Always make connection with the equipment de-energized.
4. Never place a fuse with a fuse of a different rating or type.
5. Never leave any wiring in the panel loose or unconnected.
6. Never make assumptions as to the presence or absence of a voltage, check using voltmeter.
7. All staff deployed should be following Government SOP related to the ongoing Pandemic of COVID-19.

Qualifications

At least diploma in electrical engineering from recognized institution

At least Grade II electrician

Minimum 5 years' experience in electrical installations

Registration with the Energy and Petroleum Regulatory Authority

This terms of reference is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the duties.

The Electrical Inspector shall pay all fees and obtain all permits in connection the project.

The works must include for cost of factory testing, test reports, **insurances**, transport and freight charges and all applicable taxes.