



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### REGULATION AND LICENSING DEPARTMENT (RLD) ELECTRICAL BUREAU CHIEF

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
RLD Electrical Bureau Chief	X50420	85	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose of Position**

Directs and manages the statewide on-site Electrical Building Inspection Program at the Regulation and Licensing Department.

#### **Nature of Work**

The Electrical Bureau Chief is responsible for directing and managing the statewide programs for electrical building inspections. Directs and supervises all Construction and Building Inspectors. Develops and implements all policies and procedures, rules and regulations for the Electrical Bureau. Reviews, develops and adopts all electrical codes for the protection of life and property. Develops and sets criteria for licenses and journeyman certification. Develops and coordinates continuous training and employee development of all assigned staff.

#### **Distinguishing Characteristics**

*Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Directs and manages the Electrical Building Plan Review Program at the Regulation and Licensing Department.
- Organizes, directs and manages the review of all electrical plans for compliance with relevant codes, standards and regulations.
- Approves and disapproves electrical plans and specifications to ensure compliance with all required State and National electrical codes and standards.
- Monitors construction drawings and serves as the primary manager for electrical permit enforcement issues statewide.
- Directs and manages the statewide program to interpret electrical codes for architects, engineers, contractors, journeyman and the general public.
- Manages the Electrical Homeowner Permit Program.
- Manages the State's program to assist Municipal and County electrical building inspection departments with all electrical code enforcement issues.
- Compiles and submits monthly and yearly reports on activities of the statewide electrical program efforts to the Division Director.
- Directs and conducts workshops and training sessions for inspectors to achieve statewide program compliance.
- Organizes and conducts Electrical Technical Advisory Council meetings as requested by the Construction Industries Commission and Division.
- Certifies State and Municipal Electrical inspectors.
- Oversees training requirements for national inspector certification.
- Oversees and coordinates electrical trade examinations for contractors and journeyman.

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- Manages and conducts necessary hearings related to electrical license revocation or disciplinary hearings.

### General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the RLD Electrical Bureau Chief.

**Scope of Responsibility – Significant.** Assigned objectives are broadly defined by statute, grant, agency mission, etc. **Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.**

**Types of employees managed** – RLD Electrical Bureau Chief is assigned **significant** staffing resources of low-level managers, advanced technical, and professional employees.

**Financial accountability** - Objective managed has **significant** relative impact on the mission of the total organization.

**Strategic planning/decision challenge** - Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

### Manager Concept

The RLD Electrical Bureau Chief administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

The RLD Electrical Bureau Chief determines objective resource needs and allocates them within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

### Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

**Statutory Requirements:** Must possess EE98; Electrical Contractors License, EE98J; Journeyman Certificate, National Electrical Certification, State Electrical Inspector Certification.

### Conditions of Employment

Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted.

**Default FLSA Status:** *Exempt.*

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**Bargaining Unit:** Not Represented

**Established:** 04/29/2013

**Revised:**