

POSITION DESCRIPTION

Class Title: Electrical Inspector
Department: Inspections
Date: 1 July 96

Job Code Number:
Grade Number:
Location: Town Hall

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to insure that the Massachusetts Electrical Code (527 CMR 12.00) and other related codes and standards are met.

SUPERVISION RECEIVED

Works under the general supervision of the Inspector of Buildings.

SUPERVISION EXERCISED

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces Electrical related codes. Issues stop work orders, correction notices and citations.

Performs electrical inspections examining for right size of panels, correct uses and sizes of wire, for correct number of circuits, for correct numbers and location of switches, etc. to insure that national codes are adhered to.

Maintains records of electrical inspection activity, and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and electrical code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.

Investigates code compliance complaints; resolves or refers complaints to appropriate staff. Recommends the initiation of abatement proceedings when appropriate.

Attends preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties.

Performs the duties of a plans examiner as needed and qualified.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent, and
- (B) Five (5) years of experience in general construction of electrical systems, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of Massachusetts electrical code or related general construction codes, and a thorough knowledge of commercial and residential electrical systems; some knowledge of mechanical systems.

(B) Skill in the operation of the listed equipment.

(C) Ability to effectively inspect electrical systems; Ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public; Ability to read and understand complicated electrical plans and blueprints; Ability to communicate effectively orally and in writing;

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. Licensed electrician or electrical inspector certification.

TOOLS AND EQUIPMENT USED

Computer, including word processing and permitting software; motor vehicle; 10-key calculator; phone; portable radio; various hand tools and electrical testing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Some work is performed in office settings.