



TOWN OF ROCKLAND Human Resources

Position Title:	Inspector of Wires	Grade Level:	N/A
Department	Building	Date:	07/11/2023
Reports to:	Building Commissioner	FLSA Status:	Non-Exempt

Statement of Duties

Administrative and technical inspection work related to the enforcement and interpretation of the Massachusetts State Electrical Code and town bylaw; all other related work, as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Examines plans for residential, commercial and industrial building construction or alteration for compliance with the Massachusetts Electrical Code and town bylaw; issues electrical permits.

Inspects new buildings under construction, and upon completion, repair and alteration work, and installation of equipment during process, and upon completion, for conformity with all code requirements and approved plans, and with all statutes relating to public safety.

Approves all electrical service connections for utility company hookup; informs utility of inspected property, which is authorized for connection.

Performs annual safety inspections of licensed businesses, such as restaurants, nightclubs, social clubs, etc.

Investigates alleged violations; issues notice of violation for any permitted work inspected that is substandard.

Provides responsive service on all complaints of property owners, tenants and others. Provides information on proper electrical requirements and other pertinent information to property owners, other town officials and electricians, and architects, attorneys, as needed and/or requested.

Responds to inquiries from other departments, State Electrical Board, and local utility on electrical codes, accepted requirements, laws and regulations.

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Keeps updated and informed on the most current edition of the State Electrical Code and other pertinent laws and regulations.

Responds to emergencies; examines causes of electrical fires at scene.

Supervision: Works under the administrative direction of the Inspector of Buildings; works in accordance with State and local laws and regulations. Employee functions independently referring specific problems to supervisor where clarification or interpretation of policy or procedures is required.

Confidentiality: The employee has regular access to confidential information such as department -related confidential information including personnel records, bid documents, lawsuits, criminal investigations and personal information about citizens' property and client records in accordance with the State Public Records Law.

Accountability: Work affects the accuracy, reliability, and acceptability of department services, and affects the work of other departments and employees. Errors in technical application of recognized building procedures, or in the interpretation of related data could result in property damage, endanger public safety, result in delay or loss of service, have financial and/or legal implications, and cause adverse public relations.

Judgment: Performs varied and detailed inspection duties of a technical nature, requiring the exercise of considerable judgment in analyzing facts and circumstances surrounding individual problems, in ensuring compliance with proper standards and enforcing pertinent laws and regulations.

Nature and Purpose of Public Contact: Constant contact with the general public, electricians, other town departments, including Board of Health, Fire Department, utility personnel, homeowners, engineers, builders, architects and contractors.

Recommended Minimum Qualifications:

Education and Experience

High school graduation and five years of experience as a licensed electrician in electrical systems installed for residential, commercial and industrial construction; four years field apprenticeship.

Special Requirements

Massachusetts Journeyman Electrician's License; Master Electrician's license preferred. Fifteen hours of continuing education credits and six (6) hours each for inspector and related industry seminars.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the Massachusetts and National Electrical Code. Thorough knowledge of all types of electrical installations in residential, commercial and industrial

buildings. Thorough knowledge of field inspection practices. Knowledge of online permitting preferred.

Ability: Ability to enforce the code fairly and impartially. Ability to stay informed of code changes. Ability to communicate effectively, both orally and in writing. Ability to maintain records and prepare technical reports. Ability to plan, organize and perform inspections. Ability to develop and maintain effective working relationships with contractors, the public, and other town departments and boards.

Skill: Must have good computer and typing skills as well as excellent verbal, telephone, and interpersonal skills.

Work Environment: Administrative work is performed under typical office conditions. A significant portion of the workday may be spent outdoors, with exposure to various weather conditions, loud noises, and to the hazards associated with construction sites and electrical wiring. Workload may increase during seasonal changes, such as storms or during emergency situations, such as fires. May be required to work on weekends and may be contacted at home at any time to respond to emergency situations.

Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform the position's essential functions.

Light to moderate physical effort demanded when making inspections. When conducting site inspections, required to climb and reach and access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Performance of the essential functions may also require the employee to climb or balance, stoop, kneel, crouch, or crawl. May lift and carry objects, such as ladders weighing up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.