

## **Job Description**

**Title:** Wiring Inspector

**Definition:** Administrative and inspection work in connection with the enforcement and interpretation of applicable codes relating to wiring installations; all other related work as required.

**Supervision:** Works under the administrative direction of the Building Inspector with duties and responsibilities as defined by the General Laws. Performs highly responsible tasks of a complex and technical nature involving the exercise of judgment and initiative in ensuring the enforcement of applicable codes and regulations.

**Job Environment:** Some work is performed under typical office conditions; some work is performed in the field under varying conditions, with exposure to the hazards associated with construction sites and varying weather conditions. Makes frequent contact with builders, contractors, homeowners, gas fitters, town officials and employees and the general public.

Errors could result in damage to life or property, endanger public safety, have legal and/or financial implications and cause adverse public relations.

**Essential Functions:** Enforces provisions of the Massachusetts Electrical Code; inspects premises for which permits have been issued as the work progresses and upon completion for compliance with the Electrical Code and fire alarm installation regulations. Receives and reviews permit applications; issues permits; reviews plans for electrical work performed; keeps records of all permits issued, inspections performed and approved plans; issues notices and orders to rectify illegal or unsafe conditions and to ensure compliance with all code requirements for the safety and welfare of the public; works closely with fire prevention officials and Inspector of Buildings to ensure compliance with state and local codes.

Investigates complaints of alleged wire codes violations and takes appropriate action as required. Conducts fire investigations to see if fire was electrically related. Participates in the Building/Zoning Permit and Plan Review process. The State requires you hold a current journeyman's license (which requires 15 hours of code review continuing education and another 6 hours of related continuing education).

**Physical Requirements:** Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required periodically in the field. Frequently required to stoop, bend and reach. Physical agility required to access wiring installations. Frequently required to spend extended periods of time walking or standing.

### **Recommended Minimum Qualifications:**

**Education & Experience:** High school graduation with supplemental training in electrical wiring installation and five years of progressively responsible experience in

electrical installation and construction; or any equivalent combination of education and experience. The State requires you hold a journeyman's license.

**Knowledge, Ability and Skill:** Thorough knowledge of the Massachusetts Electrical Code and Building Code. Thorough knowledge of all types of electrical installations in residential, commercial and industrial buildings. Some knowledge of the principles of electrical engineering as it applies to electrical appliances and wiring installations. Ability to enforce code impartially. Ability to maintain complete and accurate inspection records and prepare reports. Ability to deal appropriately with the general public, town departments, contractors, electricians and other members of the building community. Must be licensed by the Commonwealth as a journeyman electrician. Must possess a Class III Driver's License.