

Position Purpose:

Performs professional, technical, administrative, and inspection duties associated with wiring for new and existing facilities. Reviews building plans and specifications to enforce the electrical codes and regulations relative to the electrical fixtures. Performs 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.)

- Receives and reviews for compliance, various prints, drawings, and specifications for a wide range of industrial, institutional, residential and commercial facilities, installations, modifications and additions.
- Reviews electrical plans, permit applications and issues permits.
- Conducts on-site inspections of facilities at different stages of construction to insure adherence to the electrical code. Notes code violations and monitors corrections. Reports ongoing violations or problems to the Building Commissioner.
- Consults with engineers, architects, builders, building officials on electrical code related matters.
- Deals with complaints from building owners on matters involving electrical safety issues, electrical code issues and complaints against contractors.
- Has communication with the State Board of Electricians, and Board State Examiners.
- Assists with housing issues from building officials, health officials and fire departments.
- Assists and may participate in the preparation and/or presentation of court cases; compiles necessary data; researches violations; and delivers appropriate information to personnel.
- Plans and directs own work schedule; coordinates timely and efficient inspections of all wiring requests in the FCCIP region. Conducts inspections and issues permits. Calculates all required fees and completes all required paperwork.
- Maintains detailed departmental and inspectional records, including progress reports with inspection records, mileage and time sheets for submittal to the Building Commissioner.
- Assists the Building Commissioner in formulating and recommending departmental policies and procedures. Implements directives of the Building Commissioner.
- Conducts outreach and education with contractors and homeowners on issues of concern including changes of code.
- Attends FCCIP and FRCOG staff meetings, and furnishes information on electrical Inspection Program when needed for Annual Reports town requests, etc.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma and five years' experience as a licensed Massachusetts Journeyman or Master Electrician License; Advanced Technical Degree; or any equivalent combination of education and experience. Must possess a valid driver's license.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Knowledge of federal, state and local laws, by-laws, rules and regulations and policies governing the construction of buildings and developments.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to understand complex documents and respond to sensitive inquiries or complaints. Ability to read building plans and documents and to determine whether the plans and documents are in compliance with federal, state and town laws, by-laws, rules and regulations, and policies governing the plans and documents.

Skill: Excellent written and verbal communication skills. Proficient interpersonal and problem-solving skills. Excellent organizational skills. Basic skill in the use of computers, and skill in the operation of listed tools and equipment.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, smell and hear; stoop, kneel, climb, balance, crouch or crawl; use hands to finger, handle or feel; feel vibration. Must have good stamina and not tire easily. Good vision to distinguish printed data and view computer screens. May be occasionally required to lift at least 60 lbs. normally less.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Building Commissioner.

Supervision Given: None given.

Job Environment:

- Work is performed under varying conditions; administrative work is performed under typical office conditions; spends a significant portion of work hours outdoors, exposed to various weather conditions; may work in high precarious places or be exposed to risks related to working near moving mechanical parts. Noise is moderate to loud. May work evenings and/or weekends.
- Operates computer, telephone, automobile, hand tools, electrical testing meters, facsimile machine, copier and other standard office equipment.
- Employee has frequent contact with the general public, town departments, town officials, contractors, inspectors, architects and engineers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in injury to the employee or others, delays or loss in service, damages to buildings or equipment and legal or financial repercussions for the Town.

(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.)