



Town of Wenham

Administrator's Office
138 Main Street
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Electrical Inspector

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroebuck@wenhamma.gov or mailed/hand delivered to:

**Wenham Town Hall
Town Administrator's Office
138 Main St
Wenham, MA 01984**

Submittal Deadline: Monday, June 18, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

ELECTRICAL INSPECTOR

Status: Permanent / Full-time (15 Hrs./Wk.)
Department: Permitting
Compensation: Starting rate of \$30.00/ Hr.
Requirements: Bachelor's degree or master craftsman level of trade knowledge; ten (10) years of electrical trade experience; or an equivalent combination of education and experience. Prior municipal inspectional experience preferred. Must have Massachusetts Journeyman and Master Electrician's License.

Job Description: Position is responsible for enforcing all electrical installations and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to wiring and electrical fixtures. This position ensures that all electrical work being done in Town is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants.

**Permitting Department
Electrical Inspector**

DEFINITION

Position is responsible for enforcing all electrical installations and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to wiring and electrical fixtures. This position ensures that all electrical work being done is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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 and specifications with applications for permitting commercial and/or large scale electrical installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Performs interim, rough, and finish inspections as required, ensures all permits are closed.
- Reports all violations of electrical installations and directs and inspects all corrections.
- Verifies that electricians are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours/ 7 days a week from the Fire Department.
- National Grid, emergency dispatch and/or other emergency responders such as utilities, Building Inspector, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports and maintains records of inspections and activities.
- Meets with architects, engineers, contractors and developers to review and comment on electrical plans for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars in order to maintain required certifications and knowledge of changes in the state code.
- Provides weekly office hours for residents and contractors with requests or questions and to complete any necessary paperwork.
- Assists Fire Department/Marshall in determining the cause of fires disconnects power or isolates power as needed to extinguish fires.
- Performs other relevant duties as assigned.

SUPERVISION RECEIVED

Under the general direction of the Building Commissioner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

ACCOUNTABILITY

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or poor internal or external customer service.

JUDGMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree or master craftsman level of trade knowledge; ten (10) years of electrical trade experience; or an equivalent combination of education and experience. Prior municipal inspectional experience preferred.

SPECIAL REQUIREMENTS

A candidate for this position is required to have a valid Class D Motor vehicle operator's license; Massachusetts Journeyman and Master Electrician's License.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software and the Internet/e-mail in support of department operations. Knowledge to utilize mobile phone technology as well as mobile phone applications that support and connect to permitting software.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the Internet to obtain information in support of department operations. Ability to read, interpret, and enforce rules, and codes in an impartial manner.

Skills: Proficient written and oral communication skills. Proficient customer service skills. Proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to

retrieve materials.

Motor Skills

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects or operating a motor vehicle.

Visual Skills

Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required on a regular basis to determine differences in colors.