

**TOWN OF TOPSFIELD
ELECTRICAL INSPECTOR
JOB DESCRIPTION**

Position Purpose:

The purpose of this position is to perform administrative, technical and inspection work related to enforcing provisions of the Massachusetts Electrical Code as it applies to electrical installations; performs all other related work as required.

Supervision:

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

Supervision Received: Works under the general direction of the Inspector of Buildings and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws. Employee generally establishes own work plan and priorities, using established procedures to complete work in accordance with established policies and standards; only unusual cases are referred to supervisor.

Supervision Given: None

Job Environment:

Majority of the work time is spent in the field inspecting sites where there is frequent exposure to various weather conditions and the hazards associated with construction sites, including temperature extremes and loud noises. Administrative work is performed under typical office conditions.

Operates automobile, electrical testers, hand and power tools, computer, and standard office equipment

Makes frequent contacts with the general public, electricians, contractors, National Grid, state inspectors, homeowners and other experts in the electrical industry. Contacts are made in person, by telephone, and involve an information exchange dialogue.

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

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.)

Enforces provisions of the Massachusetts Electrical code; inspects premises for which permits have been issued as the work progresses and upon completion.

Performs skilled inspections and reviews work requiring considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

Receives and reviews permit applications; 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; assists the fire department, state police, attorney general's office, and the fire marshal's agent in investigating electrical fires.

Inspects all residential commercial and industrial installations to ensure conformance to specifications and Code requirements for the safety and welfare of the public.

Coordinates with utility companies for installations of electrical services and transformers, and approves installations.

Maintains daily log of inspections, applications issued, permits granted, approvals and fees collected; responds to property owners' requests for information.

Contacts power company to approve work so power can be permanently connected.

Verifies all work is complete and no hazards exist.

Makes inspections of buildings and homes to check on wiring installations for safety and adherence to electrical code.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education and five years' experience as a licensed Massachusetts Journeyman Electrical License; or any equivalent combination of education and experience.

Special Requirements:

Must be a licensed Journeyman Electrician in Massachusetts.
Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of standard requirements for building construction, fire prevention, light, ventilation and safe egress, as well as other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Thorough knowledge of all town and state laws, regulations, policies and standards related to electrical inspections.

Ability: Ability to enforce all rules and regulations fairly and impartially. Ability to examine plans and specifications of new construction. Ability to read and interpret blueprints, drawings and plans. Ability to deal with the public tactfully and effectively and maintain positive public relations. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. .

Skill: Skills in operating above-mentioned equipment and proficiency in Microsoft office applications and data entry in the MUNIS system.

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.

This position primarily involves off-site field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying conditions with exposure to some occupational risks, and requires local travel. Moderate physical effort required while conducting field work; must be able to access all areas of inspection site, which frequently includes hard-to-reach areas or areas of limited space. Occasionally lifts/moves objects weighing up to 10 pounds

(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.)

Approved October 2019

Town Administrator