

TOWN OF TOPSFIELD
PLUMBING AND GAS INSPECTOR
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to perform administrative, technical and inspection work related to the enforcement and interpretation of state Plumbing/Gas codes, and other applicable regulations; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and detailed plumbing and gas 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 small truck/automobile, computer, and standard office equipment

Makes frequent contacts with members of the building community, property owners, and the general public. Contacts are made in person, by telephone, and involve and 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.)

Inspects plumbing and gas installations to ensure the safety of the public from cross contamination, improperly installed plumbing fixtures and gas appliances to make sure all safety apparatus are installed on gas appliances.

Conducts mechanical and sheet metal inspections and approves applications for permits.

Inspects materials and fixtures used in the installation, removal, maintenance, extension and alteration of a plumbing system; of all piping, fixtures, fixed appliances and appurtenances in connection with any of the following: sanitary drainage, storm drainage facilities, special wastes, the venting system and the public or private water-supply systems, within or adjacent to any building, structure, or conveyance; to their connection with any point of public disposal or other acceptable terminal with the property line.

Examines plans for plumbing systems and advises plumbers and builders.

Inspects and tests gas piping systems in process of construction, alteration, replacement, and repair for adherence to regulations and codes, and the provisions of General Laws.

Inspects installation of appliances, fixtures, water heaters, and boilers for proper gas installations, whether temporary or permanent, i.e. mobile homes, mobile food trucks, campers, carnivals, forklifts or any movable appliance in town that has LP gas such as roofer's equipment.

Investigates complaints of old and potentially dangerous gas fitting installations, violations of laws, and hazardous and defective materials. Interprets, gives advice on and enforces gas fitting laws. Reviews permit-applications and maintains records of inspections.

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 Plumber and Gas Fitter; or any equivalent combination of education and experience.

Special Requirements:

Must possess a Master or Journeyman Plumber's License in Massachusetts

Must be a licensed Gas Fitter

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 plumbing/gas 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; Proficiency in Microsoft Office applications and data entry in the permit tracking software.

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, etc. 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