

TOWN OF HUNTINGTON, MASSACHUSETTS

JOB DESCRIPTION

PART-TIME ON-CALL

LOCAL WIRING INSPECTOR

**DEFINITION:**

Administrative and inspection work in connection with the enforcement and interpretation of applicable codes relating to wiring installations, Chapter 16, Section 32; all other work as required. This is a part-time on-call position. Inspector will be paid per the posted Electrical Inspection Fee Schedule. Average inspection fee is \$50 per inspection. Local Wiring Inspector will submit invoices for inspections quarterly to the Town of Huntington: July 1, October 1, January 1 and April 1.

Permit applications are processed by the Administrative Assistant and forwarded to the Wiring Inspector. Electrical Permits are issued by the Administrative Assistant with a copy to the Wiring Inspector.

**JOB ENVIRONMENT:**

Most work is performed in the field with exposure to various weather conditions and hazards associated with construction sites. Makes frequent contact with contractors, homeowners, builders, electricians, town officials 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.

Has access to department-related confidential information.

**DUTIES:**

Works under the supervision of the Selectboard and Building Inspector.

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.

Reviews plans for electrical work performed; keeps records of 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 code violations and takes appropriate action as required.

**PHYSICAL REQUIREMENTS:**

Moderate to strenuous effort required periodically in the field. Frequently required to stoop, bend and reach. Physical agility required to access electrical wires.

**EDUCATION AND EXPERIENCE:**

High school graduate with supplemental training in electrical wiring installation and five years of progressively responsible experience. Must meet state requirements, as specified under 237 CMR 17:01, and hold a minimum of Journeyman Electrical License; will be required to complete Inspector of Wiring training per 237 CMR 17.01 (d) & (e); and obtain an additional six hours of Continuing Education hours every three years.

**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 building. Some knowledge of the principles of electrical engineering as it applies to electrical appliances and wiring installations. Ability to enforce the code impartially. Ability to maintain complete and accurate inspection records. Ability to prepare reports. A valid Massachusetts Driver's License is required, and must own a motor vehicle.