



TOWN OF SUDBURY
Building & Inspections Department
978-440-5461

Building Department

Part-Time Deputy Wiring Inspector

The Town of Sudbury Building Department has an immediate opening for a part time, on call, experienced Wiring Inspector. Duties include, but are not limited to, performing inspections on site for new and existing buildings, including residential and commercial projects, and report to the Building Commissioner. Must be able to enforce code compliance, and interpret the Massachusetts Electric Codes in a firm, tactful and impartial manner. Ability to maintain effective and harmonious working relationships with town officials, the public and members of the building community. Frequent periods of time are spent in non-office environments such as construction sites, retail and service establishments, private homes, town property and facilities. Must be able to walk, stand and climb for extensive periods and lift up to 30 pounds. Salary range is \$30 to \$35 per hour up to 18 hours per week. No benefits.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Send letter of interest and resume to lewisa@sudbury.ma.us or Building Department at 275 Old Lancaster Road, Sudbury, MA 01776. Resumes will be reviewed on/before June 30th, 2023. Position open until filled.

AA/EOE

See Complete Job Description Below:

Wiring Inspector (Part-time)

Definition:

Professional, administrative, technical and inspection work related to the enforcement and interpretation of the National Electric Code, Massachusetts Electrical Code, the Town Zoning By-law and other applicable codes and provisions of the Massachusetts General Laws relating to electrical installations; other related work, as required.

Supervision:

Works under the direction of the Building Inspector; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of electrical codes and other laws and regulations.

Job Environment:

Some work is performed in office conditions; inspection and site investigation work is performed in the field, with exposure to variable weather conditions, loud noise and the hazards associated with construction sites, including exposure to potentially dangerous materials and electrical wiring; on call to respond to emergencies.

The employee operates standard office equipment, an automobile, and inspection tools. The employee has ongoing contact with the public, Town departments, and state agencies. Errors could result in damage to property, personal injury, delay or loss of service, monetary loss or legal repercussions.

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.

Performs inspections of electrical installations within buildings and reviews construction plans to ensure compliance with Massachusetts Electrical Codes as needed.

Comes to the office on a regular basis to pick up inspection list and maintain records of work completed. This is a part time position, typically 15-18 hours per week.

Helps office clerk maintain database of electrical permits and related insurance information and maintains inspections and permits through a computerized system.

Contacts Power Company for connection of services upon inspection approval. Communicates with Power Company in the event of an emergency or to disconnect services when there is imminent danger.

Responds to complaints regarding code compliance and illegal/defective wiring. Investigates complaints and resolves or refers to appropriate person.

Responds to emergencies when requested to determine if electrically related.

Works to resolve wiring related problems discovered through inspections and conducts research as necessary to determine solutions.

Works with other town departments including but not limited to Fire Department, Police Department, Health Department, Public Works, Planning and other State and Federal Agencies.

Responds to questions from the public, other departments, and other agencies regarding electrical codes and Town projects. Interprets codes and provides information as needed. Issues Code Interpretations.

Enforces codes by issuing stop work orders, correction notices, and citations. Assists in searching for resolutions and follows up to ensure remediation. Authorizes and issues certificates and permits as appropriate.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, and other interested parties.

Maintains knowledge of all applicable codes and regulations and any changes by reading pertinent materials and attending seminars and peer associations. Keeps abreast of technological and other industry changes.

Recommended Minimum Qualifications

Education and Experience:

High school diploma or equivalent; five to seven years of experience as an electrician, or any equivalent combination of education and experience working as an electrician. Must have knowledge of operations, services and activities of a comprehensive electrical inspection program, occupational hazards and standard safety practices and accepted methods of building construction for commercial and residential buildings. Pertinent Federal, State and local laws and regulations, including the Massachusetts Electrical Code required.

Special Requirements:

Massachusetts Master Electrician's License required. Valid Massachusetts Motor Vehicle Operator's License required. 10 Hours of OSHA. Maintains continuing education hours as required by the State Board of Examiners of Electricians.

Knowledge, Ability and Skill:

Working knowledge of the Massachusetts Electrical Code. Thorough knowledge of all types of electrical installation in residential, commercial and industrial construction. Thorough knowledge of all Town and state laws, regulations, policies and standards related to electrical inspections.

Ability to enforce regulations firmly, tactfully and impartially; ability to interact appropriately with the general public and members of the community; ability to communicate effectively in written and oral form; ability to read and interpret blueprints, drawings and plans,

Massachusetts General Laws and other regulations. Ability to maintain records and prepare technical reports. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines.

Communication and public relations skills; planning and organizational skills.

Physical Requirements:

This position requires frequent light to moderate physical effort while performing inspections; employee must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. Employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently required to sit and talk, and hear. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch or crawl. Frequently required to lift and/or move up to 30 pounds. Vision and hearing at or correctable to normal ranges. Ability to distinguish colors, such as electrical wires. Operates automobile.

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.