

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">WIRING INSPECTOR</div>																	
DEPARTMENT NAME: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">BUILDING DEPARTMENT</div>																	
FLSA STATUS: Exempt: _____ Non-Exempt: <input checked="" type="checkbox"/> _____ Hours per week: Various on Inspections	EMPLOYEE TYPE: (see General By-Laws Personnel Administration Plan for definitions) Salaried _____ Regular Part-Time _____ Casual Part-Time _____ Regular Full-Time _____ Supplemental Part-Time <input checked="" type="checkbox"/> _____ Temporary _____																
REPORTS DIRECTLY TO (INDICATE JOB TITLE): <div style="text-align: center; font-weight: bold; font-size: 1.2em;">BUILDING COMMISSIONER</div>																	
I. JOB SUMMARY - Briefly describe the primary function of this job. The Wiring Inspector is responsible for inspecting electrical installations to ensure compliance with the Massachusetts State Electric Code and local by-laws																	
II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary. <ol style="list-style-type: none">1. Enforces all state and federal electrical codes throughout town and makes rough and final inspections.2. Examines plans and specifications as requested by the Building Commissioner3. Responds to calls or complaints regarding defective, inadequate, or illegal wiring.4. Responds to emergency calls 24/7 from the Fire Department, Electric Utility Company and or Board of Health5. Maintains records of inspections and activities6. Meets with architects, engineers, contractor, and developers to review and comment on electrical plans for remodeling and or new construction projects.7. Attends mandatory continuing education courses/seminars to main required certifications and knowledge of changes in the state codes.																	
III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job. <ol style="list-style-type: none">1. Must have a Masters Electrician License.2. High School Diploma and a minimum of 5 years of electrical trade experience. Must possess a valid Class D Motor vehicle operator's license.																	
IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates). <table border="0" style="width: 100%;"><thead><tr><th style="text-align: left; font-weight: normal;"><u>Contact</u></th><th style="text-align: left; font-weight: normal;"><u>Purpose</u></th><th style="text-align: left; font-weight: normal;"><u>Frequency</u></th></tr></thead><tbody><tr><td>Building Commissioner</td><td>Inspection updates, code issues, contractor issues</td><td>Frequently</td></tr><tr><td>Contractors</td><td>Code changes, inspection results, questions</td><td>Frequently</td></tr><tr><td>Homeowners</td><td>Inspection results and scheduling, code requirements</td><td>As Needed</td></tr><tr><td>Office Staff</td><td>Inspection scheduling and results, contractor issues</td><td>Frequently</td></tr></tbody></table>			<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>	Building Commissioner	Inspection updates, code issues, contractor issues	Frequently	Contractors	Code changes, inspection results, questions	Frequently	Homeowners	Inspection results and scheduling, code requirements	As Needed	Office Staff	Inspection scheduling and results, contractor issues	Frequently
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V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority. None																	

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work requires some agility and physical strength such as moving in or about a construction, ability to stand or walk for extended periods of time.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Reports to the Building Commissioner

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

TOWN ADMINISTRATORS SIGNATURE:

DATE:

11/8/23

PERSONNEL BOARD SIGNATURE

DATE:

11/8/23

COMMENTS:

Approved: October 31, 2023