

Town of Hudson Electrical Inspector Building Department

Position Summary:

Under the general supervision of the Building Commissioner, the Electrical Inspector performs inspections of existing and newly installed wiring systems of buildings and street wiring for conformity with legal requirements, national, state and municipal electric codes and safe practices. Will inspect and investigate violations of law and ordinance; will inspect systems in process of construction, alteration, replacement and repair for adherence to law, regulations and codes. Will advise as to code requirement; issue permits and keep records of inspections. Will support all enforcement obligations of law and ordinance that are within duties assigned to the department.

Supervision:

Works under the general supervision of the Building Commissioner according to established procedures and department policies and standards. Duties require independent judgment and initiative.

Essential Duties and Responsibilities:

The essential functions or duties listed below are illustrations of the type of work 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 and tests new and existing wiring systems for conformance with laws, codes and regulations.
- Inspects and tests wiring systems in process of construction, alteration, replacement and repair for adherence to law, regulations and codes.
- Inspects installations, maintenance, alteration, repair and removal of electric light, heating and power systems as well as apparatus and devices as assigned.
- Investigates complaints of faulty wiring, fires and accidents of alleged electrical origin.
- Makes determinations as to what constitutes safe or unsafe installation.
- Issues permits for installation, extension or repair; keeps records of inspections and permitting, including computerized records.
- Issues orders for corrections, and keeps necessary records.
- Investigates complaints of old and potentially dangerous electrical installations, violations of laws, and hazardous and defective materials.
- Provides information in enforcement actions in regard to code and related obligations.
- Provides sufficient information to electricians, homeowners, and builders to ensure understanding of law and ordinance that apply in enforcement actions.
- Will represent decisions made, in person if required, at administrative hearings and in court actions.

- Provides reception and general office duties as needed to maintain the department's availability to the public.

Recommended Minimum Qualifications:

Education & Experience:

- Must possess a valid Massachusetts Journeyman or Master Electrician's License
- Must possess a valid Massachusetts Class D or equivalent Driver's License

Knowledge, Ability & Skill:

- Must possess knowledge of operations, services and activities of a comprehensive electrical inspection program, occupational hazards and standard safety practices, accepted methods of building construction for commercial and residential buildings, and pertinent Federal, State and local laws and regulations, including the Massachusetts Electrical Code.
- Must have the ability to interpret, explain, and enforce Town policies and procedures related to electrical construction standards, interpret and apply pertinent Federal, State and local laws, and electrical codes and regulations, read and understand complex building plans and specifications, apply technical knowledge and follow proper inspection techniques to determine compliance with plans, codes, regulations and standard construction practices, prepare clear and concise written reports, communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- Tools and equipment used: Personal computer, including word processing, spreadsheet, and permitting software; general office equipment; motor vehicle; phone, portable radio, ladder or scaffolding; tape measure.

Physical Demands:

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office setting with outdoor work required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computer and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations made be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places

and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The Town of Hudson, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(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.)

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| Title: | Electrical Inspector | Department: | Inspections Department |
| Reports to: | Building Commissioner | Affiliation: | Non-Union |
| Grade: | N/A | FLSA Status: | Non-Exempt |
| Work Week: | Part Time | Date: 05-20-2024 | Revised: SB Approved 5/20/24 |