



## **Job Description**

Position: Plumbing and Gas Inspector  
Primary Location: Town Hall  
Employment Status: Part-Time, Hourly, Non-Exempt  
Reports To: Building Commissioner  
Description Updated On: October 6, 2021

### **Summary/Objective**

The Plumbing and Gas Inspector is responsible for inspecting plumbing and gas fitting construction projects to ensure compliance with the State Uniform Massachusetts Plumbing & Gas Code and local by-laws. Assists the public regarding the permit process. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Enforces all state plumbing and gas fitting codes throughout the town and makes interim, rough, and final inspections to ensure compliance.
- Examines plans and specifications with applications to permit commercial, industrial, and residential plumbing and gas installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal plumbing and gas devices.
- Reports all violations of gas and plumbing systems and inspects all corrections.
- Verifies that plumbers and gas fitters are licensed and qualified.
- Responds to emergency calls 24 hours 7 days a week from the fire department, local gas company, and/or Board of Health.
- Provides court testimony on behalf of the Town as necessary.
- Prepares daily reports and maintains records of inspections and related activities.
- Meets with architects, engineers, contractors and developers for remodeling and new construction projects.
- Attends mandatory continuing education 12 hours per year to maintain required certifications.
- Provides phone coverage in office as available to answer technical questions, schedule inspections, and meetings.
- Collects and records permit fees

### **Required Qualifications, Education, and Experience**

Must have a High School diploma or equivalent and a minimum of five (5) years of plumbing and gas experience or an equivalent combination of education and experience. A candidate for this position is required to have and maintain a valid Class D Motor Vehicle Operator's license, and a Massachusetts Master Plumber's License. CSST Certification is required.

### **Knowledge, Skills, & Abilities**

- Must have thorough knowledge of plumbing and gas fitting techniques and equipment, state laws and codes and local by-laws related to plumbing and gas fitting.
- Must have effective written and verbal communication skills.
- Must possess ability to interact effectively and appropriately with the public and other personnel, read and interpret plans and blueprints, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations. Ability to enforce rules and regulations in a consistent and impartial manner is expected.
- More than ordinary courtesy, tact and diplomacy may be required to attempt to resolve complaints and deal effectively with uncooperative or uninformed persons.

### **Physical and Mental Job Requirements**

Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions including communicable diseases which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position working approximately 20 hours during a Monday through Friday workweek.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide

by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_