



Job Description

Position: Wiring Inspector
Primary Location: Town Hall
Employment Status: Part-Time, Hourly, Non-Exempt
Reports To: Building Commissioner
Description Updated On: October 5, 2021

Summary/Objective

The Wiring Inspector is responsible for issuing electrical permits and inspecting electrical installations to ensure compliance with the Massachusetts State Electrical 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 and federal electrical codes throughout town and makes interim, rough, and final inspections.
- Examines plans and specifications with applications for permit commercial, industrial electrical installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Reports all violations of electrical installations and directs and inspects all corrections.
- Verifies that electricians are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours per day, 7 days per week from the fire department, electric utility company, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports using Muncipity and maintains records of inspections and activities.
- Meets with architects, engineers, contractors, and developers to review and comment on electrical plans for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars to maintain required certifications and knowledge of changes in the state code.
- Provides phone coverage in office mornings and afternoons to answer technical questions.
- Assists Fire Marshall in determining the cause of fires; disconnects power or isolates power as needed to extinguish fires.
- 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 electrical trade experience or an equivalent combination of education and experience; must possess a valid Class D Motor vehicle operator's license; must be a Massachusetts Journeyman Electrician and have and maintain a Master Electrician's License.

Knowledge, Skills & Abilities

- Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software (Municipity, MS Office) and the Internet/e-mail in support of department operations.
- Must have proficient written and oral communication skills and possess proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.
- Must have ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations and be able to read, interpret, and enforce rules and codes in an impartial manner.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be a need to stretch and reach to retrieve materials.
- Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions which could result in loss of time from work and possible loss of life. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with heavy materials, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hardhats, 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
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's 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 and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

Hours of Work

- This role is paid on an hourly basis.

- This is a part-time position working 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_____