



**Job Title:** Part Time on Call Electrical Inspector

**Department:** Department of Municipal Inspections

**Hours:** 19.5 hours per week

**Salary:** Commensurate with experience. This is a non-union position

**DESCRIPTION:**

The Electrical Inspector performs inspections on existing and newly installed wiring systems of buildings and street wiring to ensure compliance with legal requirements, federal, state, and municipal codes and safe practices.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- Examines plans for residential, commercial, and industrial building construction or alteration and determines compliance with legal requirements, national, state, and municipal codes, and safe practices.
- Investigates complaints of alleged violations and takes appropriate action, including issuing cease and desist orders and/or filing criminal complaints in court; testifies, as necessary.
- Issues permits and maintains records of inspections.
- Attends weekly site plan review meetings and other meetings as requested.
- Responds to emergencies; examines causes of electrical fires at scene.
- Performs other related duties as required.

**SUPERVISION RECEIVED:**

The Electrical Inspector serves under the administrative control and direction of the Director of Municipal Inspection in strict accordance with applicable provisions of the Massachusetts General Laws. Employee performs varied and responsible functions of a technical nature requiring considerable independent judgment in the application, interpretation, and enforcement of codes; refers unusual cases to the supervisor.

**QUALIFICATIONS:**

- Revere residency preferred.
- Must possess and maintain a valid Massachusetts Master Electricians License and a valid Massachusetts Driver's License.
- High school graduate supplemented by related vocational training preferred.

- Minimum of five years of experience in the supervision of electrical systems installed for residential, commercial, and industrial construction; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Must be a journeyman licensed electrician pursuant to M.G.L. C.166, sec.32.

### **KNOWLEDGE, ABILITY, AND SKILLS:**

#### **Knowledge:**

- Thorough knowledge of the Massachusetts Electrical Code and other applicable laws, regulations, ordinances, and codes.
- Thorough knowledge of all types of electrical installations in residential, commercial, and industrial buildings.
- Thorough knowledge of field inspection practices.

#### **Abilities:**

- Ability to read and interpret blueprints, drawings, and plans.
- Able to physically access all areas and levels of construction sites.
- Ability to apply and enforce Massachusetts Electrical Code and other applicable laws, regulations, ordinances, and codes firmly, tactfully, and impartially.
- Ability to remain calm, always concentrate and perform all responsibilities in a competent manner.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to establish and maintain effective working relationships with City, state, and federal officials, as well as with the public.

#### **Skills:**

- Excellent customer service skills.
- Skilled in using computer and other office equipment.

### **WORK ENVIRONMENT**

Administrative work is performed under typical office conditions; regular inspection work is conducted in the field with exposure to various weather conditions and the hazards associated with construction sites and electrical wiring. Frequent contact requiring discussion of complex technical matters with the public, City departments and boards, members of the building community, property owners and local/state/federal officials. Has access to department related confidential information, including personal information about citizen's property, which requires using appropriate judgment, discretion, and professional protocols. Errors in either technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endanger public safety, and have financial and/or legal implications.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires frequent light to moderate physical effort while employee is 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. While performing the duties of this position, the employee is regularly required to use hands

to handle, feel or operate objects, tools, or controls and reach with hands and arms. 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 at or correctable to normal ranges.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, June 28, 2021, at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.