



**Position Title:** Assistant Electrical Inspector  
**Department:** Building Department  
**Reports to:** Gerry Noel, Building Inspector  
**Hours:** Per Diem  
**Date:** February 25, 2020  
**Salary:** \$25.00 (Hrly)

**Position Purpose:**

Performs administrative and inspection work related to the enforcement of the National Electrical Code and the Massachusetts State Building Code relative to electrical regulations, and all other applicable regulations within the Town of North Reading; performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and detailed electrical inspection duties of a technical nature requiring exercise of considerable independent judgment and initiative in analyzing facts and circumstances surrounding individual problems, in ensuring compliance with proper standards and enforcing pertinent laws and regulations.

*Supervision Received:* Works under the general direction of the Code Enforcement Director and Electrical Inspector and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws. Employee generally establishes own work plan and priorities, using established procedures to complete work in accordance with established policies and standards; only unusual cases are referred to supervisor.

*Supervision Given:* None

**Job Environment:**

Majority of the work time is spent in the field inspecting sites where there is frequent exposure to various weather conditions and the hazards associated with construction sites and electricity; work includes temperature extremes and loud noises. Administrative work is performed under typical office conditions.

Operates small truck/automobile, a bucket truck, power and hand tools, computer, and standard office equipment. Available 24/7 for emergency calls.

Makes frequent contacts with members of the building community, property owners, and the general public. Contacts are made in person, by telephone, and in writing and involve information exchange dialogue.

Errors could endanger public safety, result in damage to property, have legal and/or financial implications, and cause adverse public relations.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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 a logical assignment to the position.)*



Receives and reviews permit applications; reviews plans for electrical work performed; inspections performed

Enters information into the Permit software, checks for current license workers' compensation affidavit and certificate of liability insurance in order to issue the permit.

Performs inspections (rough, partial, and final) of electrical installations for which permits have been issued, to ascertain compliance with applicable codes and approved plans; takes appropriate measures to correct unsafe or unlawful conditions.

Responds to inquiries from property owners, contractors, electricians and the general public; interprets electrical code provisions to applicants; explains department procedures and assists applicants in completing forms.

Investigates complaints of alleged violations and takes appropriate action as required. Issues notices and orders to rectify illegal or unsafe conditions and to insure compliance with all code requirements for the safety and welfare of the public.

Contacts the power company for connection of services upon inspection approval. Communicates with the power company in the event of an emergency or to disconnect services when there is imminent danger. Works with other Town departments, and other state agencies.

Verifies proper apprentice/journeyman ratio at job sites for legal compliance.

Provides information and technical assistance to electricians, contractors, homeowners, and other interested parties regarding proper design and installation of electrical work.

Attends to emergency/fire department requests for after hour on-site investigation and consultation.

Schedules inspections.

Answers emails and returns phone calls.

Similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High school education and five years' experience in electrical wiring installations and construction, including residential, commercial, industrial, alarm systems and traffic signals; or any equivalent combination of education and experience. Shall possess a valid Journeyman or Master Electrician License and shall possess a valid Driver's License

Application and Resumes should be emailed to [jobs2@northreadingma.gov](mailto:jobs2@northreadingma.gov)

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