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- I. POSITION TITLE: **Wiring Inspector**
- II. SUPERVISOR: **Building Inspector**
- III. GENERAL DESCRIPTION OF DUTIES: **Inspect all wire installations within the town. Enforce the provisions of the Massachusetts Electric Code.**
- IV. DUTIES AND RESPONSIBILITIES:
 - A. Issue permits.
 - B. Perform and record inspections.
 - C. Maintain fiscal books showing receipts and expenditures.
 - D. Submit annual report of activities.
 - E. Inspect all underground conductors before being covered.
 - F. Inspect wiring of new buildings at rough construction and final stages.
 - G. Inspect changes and alterations.
 - H. Stay up-to-date on new methods and materials.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to the State and Town electrical codes; review changes in requirements with the Building Inspector. Participate in continuing education through classes and conferences as determined by the BOS and Building Inspector.
- V. SUPERVISORY RESPONSIBILITIES: **Assistant Wiring Inspector.**
- VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
 - A. Ability to work with little day-to-day supervision.
 - B. Must be a licensed electrician in Massachusetts.
 - C. Must have knowledge of building practices, electrical codes and local ordinances and bylaws.
 - D. Ability to communicate effectively with town employees, state and local officials, and the general public.
 - E. Respect for the privacy of co-workers and the public.
- VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: **No Grade; Paid per inspection, based on budgeted fee.**

(OVER)

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APPROVED BY: The Personnel Board

Date: 5/05/02

Chairman:

Janice A. Kase

Reviewed By: Board of Selectmen

Date: 7/2/02

Chairman:

Robert J. ...