



**INTERNAL & EXTERNAL JOB POSTING – May 17, 2018
DEADLINE- June 15, 2018**

**Full Time Plumbing and Gas Inspector
Holyoke Building Department**

Position Summary: Inspection work related to the enforcement and interpretation of the Massachusetts State Plumbing and Gas codes (248 CMR) relative to residential, commercial, and industrial building construction and renovation; Enforces conformity with municipal ordinances and state laws

Essential Functions: Performs technical inspection work including field visits and inspections of plumbing and mechanical systems; Evaluates systems to determine compliance with applicable regulations, codes, and ordinances; Records findings and recommendations for use in issuing or denying plumbing and gas permits; Examines plans in connection with permit applications for the installation, alteration, and repair of plumbing, gas fitting, refrigeration, sprinkler, water, heating, air conditioning, sewage disposal, and related systems; Advises plumbers, gasfitters, owners, architects, engineers, and others on plumbing, gas fitting, and sprinkler codes, laws, and regulations; Inspects and tests gas fitting, plumbing, and related systems for conformity of approved plans; Investigates complaints and obtains evidence as to violations of 248 CMR; Issues verbal and written orders for the correction of deviations from the codes, regulations, and laws; Appears in court to enforce and testify; Prepares reports to superiors covering inspections made, conditions found, action taken, and recommendations for future action; Maintains as "keeper of the records" all required documents under the Municipal Records Retention laws and responds to requests for documents under the Freedom of Information Act. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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.*

Knowledge, skills, and abilities required: Knowledge of plumbing and gas systems, state and local laws, and local regulations; Ability to read and interpret building plans and specifications; Ability to establish and maintain effective working relationships with plumbers, gasfitters, architects, property owners, local and state officials, and the general public. Ability to enforce regulations impartially and tactfully; Strong communication proficiency including oral, written, and listening skills, facilitating detailed inspection reports and correspondence to contractors and other customers; Attention to detail and ability to work with minimal supervision; Must be able to meet established deadlines. Display high standards of ethical conduct, honesty, and integrity; Respond appropriately to supervision; Express information to individuals or groups effectively, taking into account the audience and nature of the information and listens to others and respond appropriately; Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide high quality customer service; Computer skills needed to maintain plumbing/gas permits and records.

Experience required: Five years of experience performing the functions above

Knowledge, skills, and abilities preferred: Ability to use Microsoft Word and Excel

Education, certification, licensure, or other similar requirements: Minimally requires a MA journeyman plumbing license; Requires a MA Driver's License and the use of a personal vehicle; Under 248 CMR S 11.04 must complete 12 hours of plumbing and 6 hours of gas fitting training annually; Compliance with M.G.L. Ch. 142, Sec 12.

Supervision: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the Building Commissioner. Supervises: None

Job Environment: Field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites; The workload is subject to seasonal and weather-related fluctuations; Responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines. Makes frequent contact with municipal, state, and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads and other city employees. Contacts are in person, by phone, email, and meetings. Has access to department-related confidential and/or sensitive information. Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, or significant monetary loss and/or legal repercussions.

Physical Requirements: This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Pay rate: \$26.05 (minimum) up to \$27.86 (maximum) per hour (Grade S-38, NAGE)

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

To be posted internally for seven (7) working days consistent with NAGE. *Katie McCoy – Treasurer*

Please send a letter of interest and resume by email only to:

personnel@holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.