



JOB POSTING – August 20, 2019
DEADLINE- Until Filled
Full Time Chief Official of Wires, Codes & Inspection
Holyoke Building Department

Position Summary: Supervision of wire inspector staff and responsibility for inspecting new and old electrical systems, and for enforcing applicable municipal ordinances, state laws, adopted codes and standards relating to installation, maintenance, alteration, repair and removal. This position requires adequate supervisory skills and considerable independent technical discretion and judgment.

Essential Functions: Plans, organizes, assigns and directs the work activities of subordinate staff to realize the departments goals and to ensure the consistent application of department and/or technical policies, procedures and guidelines. Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions; Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards. Oversees the review of plans and specifications in connection with applications for permits for the installation, alteration, and repair of electrical work, for conformity with minimum legal requirements; Reviews electrical permit applications, manages applications and issued permits, denies permits as necessary following all applicable laws, writes professional correspondence to advise subordinate electrical inspectors, electricians, builders, owners, architects, and engineers on electrical problems, and interprets codes, laws, and regulations; Inspects installations, alteration, or repair for compliance with legal requirements as to safety of wiring, appliances, apparatus, devices, fittings, fixtures, quality or materials and workmanship, and conformity of the entire installation with approved plans; Responds to emergency calls during off hour time to evaluate potentially dangerous electrical situations which may constitute fire hazards; Determines if the power to a given structure must be removed to ensure public safety; Investigates complaints and obtains evidence as to violations of electrical code or other hazardous conditions; Investigates fires reported to have been of electric origin and accidents attributed to electric shock; Inspects electrical installations damaged by fires, issues letters of correction, and determines which parts of installations may be energized temporarily; Issues oral or written orders for the correction of deviations from codes, including hazards, and follows up to ensure compliance; Attends court proceedings as necessary; Prepares comprehensive and complex reports to the Building Commissioner as requested; Perform related work as required. *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: Must be able to: Demonstrate thorough knowledge of adopted codes, state laws, and regulations related to electrical installations, and the materials, methods and techniques used in electrical installation; Sufficient understanding of the interaction of other codes in building safety including the 780CMR, 248CMR, 521CMR, and associated reference codes; Recognize and diagnose dangerous conditions of life, fire, and explosion; Read and understand architectural plans and specifications and recognize deviations from such plans in the construction and installation process; Express oneself clearly and concisely, orally and in writing; Enforce regulations uniformly and tactfully; Establish and maintain effective working relationships with electricians, owners, contractors, architects, engineers, and representatives of other state and municipal departments; Use Microsoft Office, modern permitting software, and basic computer programs proficiently. Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations

Experience required: Five years of experience performing the functions above at the journeyman or master level

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

Education, certification, licensure, or other similar requirements: Possession of a Valid Massachusetts Master Electrician license; Five years of active supervisory experience in electrical construction work at the master level in the preceding 5 years.

Supervision: Performs various duties of a complex nature, requires independent judgement in determining methods of completion and carrying out assignments. *Supervision Received:* Works under the direct supervision of the Building Commissioner. *Supervises:* Senior Wiring Inspector, Wiring Inspector(s), Alternate (per diem) Wiring Inspectors.

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, tablet, 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 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.*

FLSA, Employment, hours, status: Exempt, Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m. with occasional weekends/evenings if necessary.

Pay rate & Employee Benefits: \$51,534.46-\$70,832.56/annually. Health, Dental, Life Insurance and Flexible Spending Account (FSA)

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.