



JOB POSTING – October 16, 2018
DEADLINE- Until Filled
Full Time Wire Inspector, Codes & Inspection
Holyoke Building Department

Position Summary: Responsible for inspecting new and old electrical light, heat and power installations, and for enforcing conformity with municipal ordinances, state laws, and accepted practices relating to installation, maintenance, alteration, repair and removal. Although new or unusual problems may be referred to superior for advice and assistance, work is ordinarily performed independently in the field, and decisions made require considerable technical discretion and judgment.

Essential Functions: Examines plans and specifications in connection with applications for permits for the installation, alteration, and repair of electrical installations, for conformity with legal requirements; Reviews electrical permit applications, files applications, and archives related documentation; Advises electricians, builders, owners, architects, and engineers on electrical problems, and interprets codes, laws, and regulations; Inspects electrical installations in the process of installation, alteration, or repair for compliance with legal requirements as to safety or wiring, appliances, apparatus, devices, fittings, fixtures, quality or materials and workmanship, and conformity of the entire installation with approved plans; Inspects old and potentially dangerous installations, which may constitute fire hazards; 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, recommends corrections, and determines which parts of installations may be energized; Issues oral or written orders for the correction of deviations from codes, including hazards, defects in material or workmanship, and follows up to ensure compliance; Obtains show-cause order when necessary from Clerk of Courts, and appears in court to enforce compliance and to testify in accident and damage suits; Prepares reports to superiors covering inspections made, conditions found, action taken, and recommendations for future action; *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 municipal ordinances and state laws and regulations related to electrical installations, and the materials, methods and techniques used in electrical installation; Recognize and diagnose faulty wiring or condition dangerous in relation to life, fire, and explosion; Read and interpret rough and finished electrical installation construction 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 firmly, tactfully and impartially; Establish and maintain effective working relationships with electricians, owners, contractors, architects, engineers, and representatives or other state and municipal departments;

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 journeyman license

Supervision: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgement 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.