



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the Per Diem (non-benefited) position of:

Per Diem (on-call and as-needed only) Electrical Inspector Land Use, Housing and Development Department

Hourly Rate: \$47.39

The **REQUIRED** Town of Lexington application must be received in the Town's Human Resources Department by Friday, February 23, 2024.

GENERAL SUMMARY:

Under the general supervision of the Building Commissioner, performs a variety of routine and complex technical work related to building inspection to ensure compliance with electrical and other related building laws, codes and regulations for the safety of the public.

The position has no guaranteed hours or schedule of work, it is a back-up position and used sparingly.

ESSENTIAL JOB FUNCTIONS:

- Regular attendance at the workplace is required.
- Performs inspections of electrical installations within buildings and reviews construction plans to ensure compliance with Massachusetts Electrical Codes. Schedules inspections on a daily basis and maintains records of work completed.
- Issues electrical permits to qualified persons upon receipt of application and verification of insurance coverage. Maintains database of electrical permits and related insurance information.
- Contacts Power Company for connection of services upon inspection approval. Communicates with Power Company in the event of an emergency or to disconnect services when there is imminent danger.
- Responds to complaints regarding code compliance and illegal/defective wiring. Investigates complaints and resolves or refers to appropriate person.
- Responds to emergencies when requested to determine if electrically related.

- Works to resolve wiring related problems discovered through inspections and conducts research as necessary to determine solutions.
- Works with other town departments i.e. Fire Department, Police Department, Engineering Department, Health Department, Conservation Department, Public Works, Department of Public Facilities and other State and Federal Agencies.
- Responds to questions from the public, other departments, and other agencies regarding electrical codes and Town projects. Interprets codes and provides information as needed. Issues Code Interpretations.
- Enforces codes by issuing stop work orders, correction notices, and citations. Assists in searching for resolutions and follows up to ensure remediation. Authorizes and issues certificates and permits as appropriate.
- Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, and other interested parties.
- Maintains knowledge of all applicable codes and regulations and any changes by reading pertinent materials and attending seminars and peer associations. Keeps abreast of technological and other industry changes.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

- High School diploma or the equivalent and Licensed Journeyman Electrician.
- Valid Driver's License

ADVANCED EDUCATION & EXPERIENCE

None.

QUALIFICATIONS:

- ◆ ***Knowledge of:***
- ◆ Operations, services and activities of a comprehensive electrical inspection program.
- ◆ Occupational hazards and standard safety practices.
- ◆ Accepted methods of building construction for commercial and residential buildings.
- ◆ Pertinent Federal, State and local laws and regulations, including the Massachusetts Electrical Code.

Ability to:

- ◆ Interpret, explain and enforce Town policies and procedures related to electrical construction standards.

- ◆ Interpret and apply pertinent Federal, State and local laws, and electrical codes and regulations.
- ◆ Read and understand complex building plans and specifications.
- ◆ Apply technical knowledge and follow proper inspection techniques to determine compliance with plans, codes, regulations, and standard construction practices.
- ◆ Prepare clear and concise written reports.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Some outdoor work is required in inspecting properties and conducting other field work. Works outside in all weather conditions and is exposed to environmental hazards. Occasionally works near moving mechanical parts and in high, precarious places.

Regularly required to stand, walk, bend, and climb, for extended periods of time, and to use eye-hand coordination and finger dexterity. Occasionally lifts up to 10 pounds. Operates ladders, staging equipment, levels, measuring equipment, portable radio, camera, and motor vehicle.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other office equipment.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

<p>Application and cover letter must be received in the Town's Human Resource Department by Friday, February 23, 2024.</p>

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
jobs@lexingtonma.gov