



The Town of North Andover is accepting applications for the position of:

**INSPECTOR OF WIRES
(ELECTRICAL INSPECTOR)
Building Department**

**30 Hours Per Week with Excellent Benefits*
Monday – Thursday 7:00 a.m. to 1:45 p.m. and Friday 7:00 a.m. to noon.**

****Salary Range: \$32.67- \$40.62 per hour (Grade 6)**

***Benefits include health insurance, dental insurance, group and optional life insurance, paid time off, paid holidays, and more!**

****Note this salary range is subject to the terms of the AFSCME Council 93, Local 2978 Administrative collective bargaining agreement**

Candidates are required to submit a completed Town of North Andover Employment Application along with a resume to jobs@northandoverma.gov to be considered for this position. The Employment Application can be found on the Town's website [here](#). Resumes may not serve as a substitute for completing the Employment Application. This position will be posted for a minimum of ten (10) business days and will remain open until filled.

POSITION SUMMARY:

This position is responsible for electrical inspection and enforcement duties for interim, rough, and final construction. Work is distinguished by having an expert level of knowledge and understanding of the required electrical code (Massachusetts Electrical Code - 527 CMR 12.00) and regulations which protect the safety of residents and occupants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Meets with and assists architects, electricians, contractors, and others, in person or over the phone, to assist with general questions, address concerns and complaints, and the permitting process.

- Schedules and performs electrical inspections for both residential and commercial job sites.
- Inspects all electrical wiring and installations for compliance with code requirements.
- Reviews plans and specifications for permitting and/or installations.
- Uses electrical testing equipment and related tools.
- Records inspections, prepares reports, and maintains files for future reference.
- Responds to off-hour, emergency electrical fire calls from the fire department and loss of power or power turn-ons.
- Works collaboratively with other Town employees to address and resolve concerns, provide assistance and support the overall functions of the department.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Demonstrates frequent level of independent judgement and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, understanding and respect of all Town employees, residents, and visitors.
- Keeps up to date on industry trends and maintains required training, licensure and/or certification.
- Follows safe work practices and adhere to policies, procedures, ordinances that have been adopted by the Town.
- Performs related duties as assigned.

QUALIFICATIONS:

Required Education, Training, and Experience:

Completion of a high school degree or equivalent (GED) supplemented by a minimum of 600 hours of electrical school training and seven years of experience as an electrician, with at least five years under a licensed electrician; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of:

- Electrical work techniques and equipment.
- State and national codes related to electrical service.
- Office technology used to support department operations including software, Internet/e-mail and mobile phone applications.

Skilled in:

- Reading and interpreting plans and blueprints.
- Explaining codes and regulations pertaining to electrical permitting processes.
- Verbal and written communications.
- Conducting inspections in a consistent manner.
- Making observations and preparing a detailed and accurate report of findings.

Ability to:

- Maintain professionalism when responding to upset or irate customers.
- Work independently with minimal supervision and plan work accordingly to meet established deadlines.
- Enforce codes and regulations in a fair and impartial manner.
- Establish and maintain effective working relationships with contractors, engineers, Town officials, coworkers, residents, vendors, and the general public.
- Be available for off-hour emergency response calls.

Special Requirements/Licenses:

Completion of a master electrical license and Certified Electrical Inspector - Master (CEI-M) certification from IAEI (International Association of Electrical Inspectors)

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in both the office and in the field on construction job sites and requires operating a vehicle for driving between sites. The employee may be exposed to heat, cold, dust and noise while working in the field.
- Hand-eye coordination is necessary to operate a computer, mobile phone and electrical testing equipment or instruments.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to walk and stand; talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

SUPERVISION:

Supervision Received: Building Commissioner

Supervision Given: None.

SELECTION GUIDELINES:

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job posting does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application and resume by e-mail to: jobs@northandoverma.gov, or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#).

Applicants will be subject to CORI screening and a pre-employment physical including drug and alcohol testing

This position will remain posted for a minimum of ten (10) days and will remain open until filled.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be directed to the Human Resources Department at (978) 688-9526.