



# TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF  
SELECTMEN

One North Main Street  
Office: 508-824-6794  
Fax: 508-822-4603  
E-mail: selectmen@berkleyma.us

## JOB POSTING



POSTING:  IN HOUSE  
 OUTSIDE ADVERTISEMENT

DEPARTMENT: Building

POSITION: Assistant Plumbing Inspector  
 NEW  EXISTING

CLASSIFICATION:  REGULAR  SALARIED  PART TIME  CASUAL  ON CALL

HOURS: As-Needed

JOB:  ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$40/inspection

SUBMIT:  Application, Cover Letter & Resume to: [mchabot@berkleyma.gov](mailto:mchabot@berkleyma.gov)

CLOSING DATE: Until Filled

DEPT. HEAD SIG.: \_\_\_\_\_ 05/13/2026  
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO:  PERSONNEL BOARD  FINCOM  UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Town Clerk (certified copy) | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Highway Dept. Office (employee area)   | <input type="checkbox"/> Middle School                |
| <input type="checkbox"/> Community School                       | <input type="checkbox"/> Public Safety Building lobby |

\_\_\_\_\_  
SIGNATURE DATE 05/13/2026

# **Town of Berkley**

## **Job Description**

### **Assistant Plumbing Inspector**

### **Assistant Inspector of Plumbing**

**Position Title:** Assistant Plumbing Inspector (Assistant Inspector of Plumbing)

**Department:** Building Department

**Appointing Authority:** Board of Selectmen

**Status:** Part-Time / As-Needed Appointed Position

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#### **General Purpose**

Performs technical inspection and enforcement work related to plumbing installations within the Town to ensure compliance with applicable provisions of the Massachusetts Plumbing Code, state law, and local regulations.

The position is intended to support the Plumbing Inspector on an as-needed basis and to provide independent inspection capacity when required, including the inspection of work where the Plumbing Inspector may have a conflict of interest.

#### **Supervision**

Works under the administrative direction of the Building Inspector with duties and responsibilities as defined by the General Laws. Performs highly responsible tasks of a complex and technical nature involving the exercise of judgment and initiative in ensuring the enforcement of applicable codes and regulations.

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#### **Essential Duties and Responsibilities**

- Assists the Plumbing Inspector with inspectional services as needed based on permit volume and scheduling.
- Conducts independent inspections of plumbing installations where required, including situations involving potential conflicts of interest.
- Reviews applications for plumbing permits and related submissions as assigned.
- Conducts inspections of residential, commercial, industrial, and municipal plumbing installations.
- Enforces the requirements of the current Massachusetts Plumbing Code and applicable state statutes.
- Approves completed work or identifies deficiencies requiring correction.
- Issues inspection reports, approvals, correction notices, and related documentation.
- Coordinates with the Building Inspector, Plumbing Inspector, contractors, utility representatives, and property owners.

- Responds to requests for inspections in a timely manner.
- Maintains records of inspections and related activities as required.
- Participates in enforcement actions where unsafe or non-compliant work is identified.

### **Recommended Minimum Qualifications**

- Valid Massachusetts Inspector of Plumbing license, in accordance with state requirements.
- Possession of a Massachusetts Journeyman or Master Plumber license.
- Thorough knowledge of the Massachusetts Plumbing Code and inspection practices.
- Ability to interpret plans, specifications, and code provisions.
- Ability to work independently and exercise sound judgment.
- Ability to communicate effectively with contractors, residents, and municipal staff.

### **Education & Experience**

High school graduation with supplemental training in plumbing installation and construction and five (5) years of progressively responsible experience in plumbing installation and construction; or any equivalent combination of education and experience sufficient to perform the duties of the position.

Must possess qualifications necessary to maintain a valid Massachusetts Inspector of Plumbing license.

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### **Physical Demands**

Work requires site visits to residential, commercial, and construction locations, including climbing stairs, entering unfinished structures, and exposure to varying weather and field conditions.

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### **Schedule**

This is an as-needed position. Hours vary depending on permit volume, construction activity, and inspection requests.

Compensation is provided on a **per-inspection basis**, in accordance with the Town's established fee schedule or as otherwise set by the Board of Selectmen.

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### **Appointment**

Position is appointed by the Board of Selectmen and serves subject to applicable Massachusetts General Laws and Town policy.