

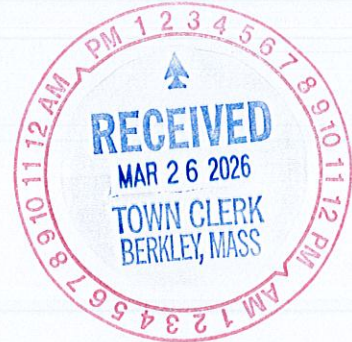


TOWN OF BERKLEY

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 Wiring Inspector
 NEW EXISTING

CLASSIFICATION: REGULAR SALARIED PART TIME CASUAL ON CALL

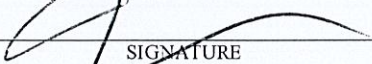
HOURS: As-Needed

JOB: ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$30/inspection

SUBMIT: Application, Cover Letter & Resume to: mchabot@berkleyma.gov

CLOSING DATE: Until Filled

DEPT. HEAD SIG.:  03/25/2025
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:

Town Clerk (certified copy) Library
 Highway Dept. Office (employee area) Middle School
 Community School Public Safety Building lobby

SIGNATURE DATE 03/25/2025

Town of Berkley

Job Description – Assistant Wiring Inspector / Assistant Inspector of Wires

Position Title: Assistant Wiring Inspector (Assistant Inspector of Wires)
Department: Building Department
Appointing Authority: Board of Selectmen
Status: Part-Time / As-Needed Appointed Position

General Purpose

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

The position is intended to support the Wiring Inspector on an as-needed basis and to provide independent inspection capacity when required, including the inspection of work where the Wiring 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.

Essential Duties and Responsibilities

- Assists the Wiring Inspector with inspectional services as needed based on permit volume and scheduling.
- Conducts independent inspections of electrical installations where required, including situations involving potential conflicts of interest.
- Reviews applications for electrical permits and related submissions as assigned.
- Conducts inspections of residential, commercial, industrial, and municipal electrical installations.
- Enforces the requirements of the current Massachusetts Electrical 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, Wiring 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 Wires license.
- Possession of a Massachusetts Journeyman Electrician license (required by the Commonwealth).
- Thorough knowledge of the Massachusetts Electrical 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 electrical wiring installation and five years of progressively responsible experience in electrical installation and construction; or any equivalent combination of education and experience. The State requires you hold a journeyman's license.

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.

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.

Appointment

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