



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

MB
Personnel #1

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: Wiring Inspector
 NEW EXISTING

CLASSIFICATION: REGULAR SALARIED PART TIME CASUAL ON CALL

HOURS: As-Needed

JOB: ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$30/inspection, \$47/monthly travel

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

CLOSING DATE: Until Filled

DEPT. HEAD SIG.:  03/11/2025
SIGNATURE DATE

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

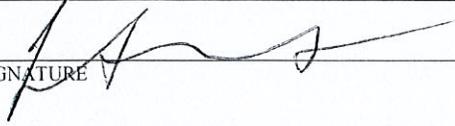
COPIES TO: PERSONNEL BOARD FINCOM UNION LOCAL 1144 IF UNION LEVEL

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

 03/11/2025
SIGNATURE DATE

Town of Berkley

Job Description – Wiring Inspector / Inspector of Wires

Position Title: Wiring Inspector (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. Reviews permit applications, conducts inspections, and works with contractors, residents, and municipal staff to ensure safe and code-compliant electrical work.

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

- Reviews applications for electrical permits and related submissions.
 - 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 Commissioner, other inspectors, contractors, utility representatives, and property owners.
 - Responds to requests for inspections in a timely manner based upon permit activity.
 - Maintains records of permits issued, inspections completed, and fees collected as required.
 - Advises municipal officials on electrical code matters when requested.
 - Participates in enforcement actions where unsafe or non-compliant work is identified.
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Recommended Minimum Qualifications

- Valid Massachusetts Inspector of Wires license.
- Thorough knowledge of Massachusetts electrical code requirements and inspection practices.
- Ability to interpret plans, specifications, and code provisions.

- Ability to communicate effectively with contractors, residents, and municipal staff.
- Ability to maintain accurate records and perform inspections independently.

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.

Appointment

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