

## **Plumbing/Gas Inspector**

### **Purpose:**

The Plumbing Inspector performs skilled administrative, technical and inspection work in connection with residential, commercial and industrial projects, involving the enforcement of provisions of the Massachusetts Plumbing Code.

### **Supervision/Supervisory Responsibilities:**

The Plumbing Inspector is appointed by and reports to the Board of Selectmen. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision.

### **Essential Functions:**

- Responsible for interpreting and enforcing the Massachusetts Plumbing Code; inspects residential, commercial and industrial installations to ensure conformance to specifications and the Plumbing Code
- Receives and reviews permit applications, plans and associated documents for technical accuracy, completeness, and compliance with the law and regulations; maintains accurate records of all permits issued, inspections performed and approved plans, and fees collected
- Issues notices and enforcement orders to rectify illegal or unsafe conditions and to ensure compliance with all code requirements for the safety and welfare of the public
- Assists the public, contractors, and other officials, boards, committees and commissions in the interpretation of the Plumbing Code and other pertinent laws, rules and regulations; reviews unusual plumbing problems or code violations with the Building Inspector
- Prepares required reports, including inspection reports and correspondence
- Participates in court appeals and enforcement actions, in consultation with Board of Selectmen compiles information and evidence for presentation in court
- Performs similar or related work as required or assigned

### **Competencies:**

- Thorough knowledge of the Massachusetts Plumbing Code, and all types of plumbing installations in residential, commercial and industrial construction
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, project applicants, contractors, plumbers and other members of the building community, and/or the public
- Ability to enforce and interpret laws, codes and regulations firmly, tactfully, and impartially
- Ability to interpret technical data, blueprints, drawings and plans, critically analyze information

- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel) Honesty, reliability, discretion, and good judgment essential

**Education and Experience/Other Requirements:**

High school diploma or G.E.D., and advanced technical training; at least 5 years continuous service as a licensed plumber in accordance with M.G.L. c. 142, §11; experienced in the installation of plumbing systems in residential, commercial and industrial construction.

Must be a licensed journeyman or master plumber

Must possess a valid driver's License, and satisfactory driving record, required

**Physical Requirements/Work Location:**

*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 primarily conducted off-site to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying conditions and requires local travel. Moderate physical effort required while conducting field work; must be able to access all areas of inspection site, which frequently includes hard-to-reach areas or areas of limited space. Lifts/moves objects weighing up to 30 pounds Some office work and office hours required.

While performing the duties of the Plumbing Inspector, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, project applicants, contractors, electricians, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, and inspection tools, at efficient speed; and move throughout the municipal office and off-site properties/facilities. Will be required to work outside of normal business hours to accommodate seasonal fluctuations in construction activities, and off-site appointments.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description 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/or requirements of the job change.*