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TOWN OF HOLBROOK

Job Title: Alternate Electrical Inspector

Reports to: Director of Inspectional Services / Electrical Inspector

Position Overview

Under the general direction of the Director of Inspectional Services and the Electrical Inspector, the Alternate Electrical Inspector performs skilled inspectional work enforcing the provisions of the Massachusetts Electrical Code to protect public life and property. This is an on-call position to assist with inspections during high-volume periods, staff vacations, and/or sick leave.

Responsibilities include, but are not limited to:

- Enforce provisions of the Massachusetts Electrical Code.
- Inspect premises and installations of electrical systems and equipment in residential, commercial, and industrial properties.
- Ensure conformance with specifications, plans, and all relevant code requirements.
- Investigate complaints of alleged violations; issue citations and performs follow-up inspections to correct unsafe or illegal conditions.
- Coordinate inspections and appointments with utility companies and licensed trades people.
- Oversee the installation of electrical services, panels, and transformers.
- Respond to late night/early morning emergency calls to assist Fire Department

Qualifications- Skills, Knowledge, Abilities

- Thorough knowledge of the Massachusetts Electrical Code.
- Strong understanding of electrical systems in residential, institutional, commercial, and industrial settings.
- Ability to interpret and enforce regulations with impartiality, firmness, and professionalism.
- Ability to maintain accurate and detailed inspection records.
- Ability to resolve or refer disputes over code interpretation.
- Familiarity with Continuous Quality Improvement (CQI) practices.
- Strong written and verbal communication skills.

- Competency in data entry and processing of permit applications.

Education and Experience

- High School Diploma or equivalent required.
- Additional technical training in electrical engineering design strongly preferred.
- Minimum of five (5) years' experience as a Journeyman Electrician.
- Must hold a valid Massachusetts Master Electrician License.
- Must possess a valid Massachusetts Class C Driver's License.
- Prior experience as a Municipal Electrical Inspector is required.
- Must have CEU's required to become Municipal Electrical Inspector

Physical Elements

- Regular, moderate physical effort is required, including on-site inspections at construction sites, commercial locations, and private residences.
- Work may be conducted in various weather conditions and under the hazards typically associated with construction environments.
- Must be able to operate and automobile, standard office equipment, and specialized electrical testing tools.

Work Schedule

On-call temporary position; weekly hours will vary based on department needs.

Supervision

Reports directly to the Director of Inspectional Services

Compensation and classification

\$28.91 per hour (effective July 1, 2025- Fy 26 Wage and Salary Schedule)

Non-Union position

No additional benefits

How to Apply

Interested candidates should submit a cover letter and resume to:

Town of Holbrook

Human Resources Department

Email: amahoney@holbrookmassachusetts.us

Deadline: Open until position is filled

Equal opportunity Statement

The Town of Holbrook is an Equal Opportunity Employer. All qualified individuals are encouraged to apply without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.