

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

PLUMBING AND GAS INSPECTOR

**DEPARTMENT NAME:**

BUILDING DEPARTMENT

**FLSA STATUS:**

Exempt: \_\_\_\_\_  
Non-Exempt:   X    
Hours per week: varies upon inspections

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for

definitions)

Salaried \_\_\_\_\_

Regular Full-Time \_\_\_\_\_

Regular Part-Time \_\_\_\_\_

Supplemental Part-Time   X  

Casual Part-Time \_\_\_\_\_

Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

BUILDING COMMISSIONER

**I. JOB SUMMARY** - Briefly describe the primary function of this job.

Performs a variety of technical duties regarding the inspections of buildings to ensure compliance with the Commonwealth of Massachusetts plumbing and gas codes and other related laws, codes and regulations and the safety of the public

**II. JOB DUTIES** - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Performs inspections of plumbing and gas installations to ensure compliance with Massachusetts Plumbing and Gas Codes. Is responsible for scheduling of inspections.
2. Works to resolve problems discovered through inspections and conducts research as necessary to determine solutions
3. Responds to complaints regarding code compliance and illegal/defective systems. Investigates, resolves or refers to appropriate persons.
4. Responds to emergency calls 24/7 from the Fire Department, local gas company and or Board of Health. Works collaboratively with other town departments and other State and Federal Agencies.
5. Responds to questions from the public, other departments, and other agencies regarding plumbing and gas codes and Town projects. Explains, interprets codes and provides guidance information as needed. Issues Code Interpretations.
6. Enforces codes by issuing stop work orders, corrections notices and citations. Assists in searching for resolutions and follow up to ensure remediation. Authorizes and issues certificates and permits as appropriate.
7. Maintains knowledge of all applicable codes and regulations and any changes by reading pertinent material and attending seminars and peer associations. Attends mandatory continuing education to maintain required certifications.
8. Performs other relates duties as assigned.

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

1. Must possess, or obtain a valid Massachusetts Driver's License and a current Massachusetts Masters Plumbing and Gas Fitters License
2. Minimum of 5 years of plumbing and gas experience or an equivalent combination of education and experience
3. Knowledge of operation and service of a plumbing and gas inspection program. Cognizant of occupational hazards and standard safety practices, accepted methods of building construction for commercial and residential buildings, and pertinent laws and regulations including the Massachusetts

Plumbing and Gas Code. Able to interpret, explain and enforce Town policies and procedures related to plumbing and gas construction standards, pertinent laws and plumbing and gas codes.

4. The ability to read and understand building plans and specifications, apply technical knowledge and follow proper inspection techniques to determine compliance, prepare clear written reports, communicate clearly, and maintain effective working relationships

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Building Commissioner	Questions relating to Inspection	Frequently
Office Staff	Inspections Schedule	As Needed
Department Heads	Inspections	As Needed
Contractors	Plumbing Work	Frequently
Homeowners	Plumbing Questions	As Needed

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

None

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Employee occasionally works in outside weather conditions. Employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions or airborne particles.

This is a part-time, non-benefitted position

**VII. REPORTING RELATIONS** - Attach and organizational chart if possible, indicating where this job fits in the department's operations.

Reports to the Building Inspector

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

TOWN ADMINISTRATORS SIGNATURE:

DATE:

11/8/23

PERSONNEL BOARD SIGNATURE

DATE:

11/8/23

COMMENTS:

Approved: 10—31-2023