



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## OFFICE OF HUMAN RESOURCES

**DONALD R. GREBIEN  
MAYOR**

### INTERNAL/EXTERNAL JOB POSTING

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE	
1	Planning and Redevelopment	Zoning and Code Enforcement	Electrical Inspector	R37- 46,716.49 - \$50,584.35

**SCHEDULED HOURS: MON – FRI 8:30 AM – 4:30 PM**

**Requirements upon application:**

- 1. Fully executed City of Pawtucket Employment Application**
- 2. Copy of High School Diploma or GED with considerable knowledge of National Electrical Code standards and Municipal Ordinances.**
- 3. Copy of Master Electrician Class A License from the RI Dept. of Labor. License must be maintained at all times.**

**Candidates must meet minimum qualifications as stated in job description.**

**To Apply:** Internal Applicants must fill out transfer request form and return to HR along with a copy of your High School diploma/GED and Master Electrician Class A license

External Applicants must apply on Indeed.com

**Internal Candidates: Application Period: September 1, 2021- September 8, 2021**

**External Candidates: September 1, 2021- Until filled**

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** ELECTRICAL INSPECTOR  
**Department:** PLANNING AND REDEVELOPMENT  
**Reports To:** BUILDING OFFICIAL / DIR OF ZONING AND CODE ENFORCEMENT  
**Pay Grade:** R37  
**Prepared By:** JB  
**Prepared Date:** SEPT 2019  
**Approved By:** SM  
**Approved Date:** Oct 2019

### **SUMMARY**

Responsible for the inspection of new or existing electrical line and electrical installation in residential and non-residential buildings and/or structures to insure their compliance with city, state and national electrical codes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Performing review of plans and specifications for electrical projects to determine compliance and notifying the designer of approval or denial and the specific reasons for the same. Review contractor licenses, bonds, etc.
- Issuing permits, accepting payments of fee and recording information.
- Conducting inspections of new and existing electrical line, installation system in all buildings and structures regulated by the electrical code and determining code compliance and inputting inspection data into the system via electronic devices
- Investigating electrical installations for evidence of tampering such as wiring around meters and other illegal practices
- Performing inspections of properties where reports of loading conditions, low voltage or poor service as reported by customers
- Performing inspections of electrical systems or components which have been reported by the utility company to be unsafe
- Studying new methods, materials and procedures of electrical construction, and providing advice and assistance to electricians and property owners when deemed necessary
- Instructing electricians as to proper location of incoming service and wiring centers
- Preparing written reports, activity reports, citations, summons and delivering such items

- Conducting special inspections of industrial and commercial uses to insure that electrical work is installed in a manner to most efficiently protect life and property
- Assisting the Fire Marshall in determining causes for electrical fire upon request
- Performing inspections of electrical systems, electrical components, and electrical feeds/services at amusement rides
- Maintaining office hours scheduled by the Building Official / Director to assist taxpayers, contractors and subcontractors
- Determining ownership through city records which may be accessed through the office computer system
- Assisting the Building Official / Director in performing his/her duties by conducting inspections/investigations of properties
- Perform housing, environmental and zoning code inspections as required
- Perform electrical inspections for the City of Central Falls as workload may permit
- Appear in Municipal Court as required

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); with considerable knowledge of national electrical code standards and municipal ordinances. Must be able to interpret technical drawings and drafts, and must have considerable experience in the electrical field, with an understanding of electrical concepts and practices.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be a master electrician with a Class A License from the RI Department of Labor, and must also be certified by the State Building Code Standards Committee to conduct electrical inspections within the municipality. Such certification and licenses must be maintained at all times.

#### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

# CITY OF PAWTUCKET

Division of Personnel

## Local 1012

### EMPLOYEE REQUEST FOR POSITION TRANSFER

**\*\*\*Form MUST be filled out completely\*\*\***

Name:

Address:

City, State & Zip Code:

Tel. #:

DOH:

Present Job Title and Division:

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If you are applying for more than one position, please note your preference in box below; i.e., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.

### Position I wish to be transferred to:

Job Title:	Division:
	Preference:

Copies of any licenses, certificates, degrees, etc. required for this position **MUST** be attached at time of application.

I have reviewed the Job Description and understand the requirements for this position, furthermore, I understand that I may be required to successfully pass a competitive examination and/or Oral Board prior to a permanent transfer.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_