

**TITLE: PLUMBING & GAS FITTING INSPECTOR**  
**LEVEL: GRADE 9 \$14.16hr - \$20.90hr**  
**DEPARTMENT: INSPECTIONAL SERVICES**

**FUNCTION:** Performs a variety of routine and complex technical plumbing and gas inspection work to insure that the Uniform Plumbing and other related codes and standards are met.

**SUPERVISION RECEIVED:** Works under the general supervision of the Commissioner of Inspectional Services.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Enforces plumbing-related codes, including the 248 CMR and International Fuel & Gas Code, and local plumbing codes such as those for fire protection sprinkler systems, fire hydrants, etc. Issues stop-work orders, correction notices and citations.

Performs on-site inspections of plumbing systems. Performs plumbing inspections of all plumbing fixtures examining for vent size, grade and size of pipe, and examines all joints for proper sealing to insure that there are no leaks, etc.

Performs water tests on all completed plumbing, examining for sealing and leakage, etc.

Maintains records of plumbing inspection activity, and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.

Investigates code compliance complaints; resolves or refers complaints to appropriate staff. Recommends the initiation of abatement proceedings when appropriate.

Attends pre-construction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

**PERIPHERAL DUTIES:** Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers and other interested parties.

Assists the Board of Appeals as needed, and provides required information.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

1. Graduation from a standard senior high school or GED equivalent, and
2. Five (5) years of experience in general construction of plumbing systems; or
3. Any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

1. Thorough knowledge of Uniform Plumbing codes or related general construction codes, and a thorough knowledge of plumbing and fire protection systems.
2. Skill in the operation of the listed tools and equipment.
3. Ability to effectively inspect plumbing systems; Ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public; Ability to read and understand complicated plumbing plans and blueprints; Ability to communicate effectively orally and in writing.

**SPECIAL REQUIREMENTS:** A valid Massachusetts driver's license, or ability to obtain one by start of employment. Massachusetts Journeyman Plumber and Gas Fitter Licenses. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing and permitting software; tablet; motor vehicle; 10-key calculator; portable radio; cell phone; various hand tools and testing equipment for water tests; telephone.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 requirements of the job change.