



City of Framingham, MA

September 10, 2026

Position Vacancy

RFP #26-020-01

Position: Assistant Electrical Inspector
Department: Inspectional Services
Salary Range: Classification: \$39.32 – \$48.89 per hour (anticipated hiring range \$39.32 – \$41.73)
Schedule: Part-time 19.5 hours (FLEXIBLE HOURS)

The City of Framingham is currently a 100% onsite work environment.

This is a part-time (19.5 hours per week), non-union, non-benefit eligible position, graded as PR5A on the SEIU 888 Professional employee classification plan.

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street.
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Position is responsible for enforcing all electrical installations throughout the city and making interim, rough, and final inspections of construction. Reviews and approves construction documents as they pertain to wiring and electrical fixtures. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Enforces all state and federal electrical codes throughout town and makes interim, rough, and final inspections.
2. Responds to calls or complaints regarding defective, inadequate or illegal wiring.
3. Reports all violations of electrical installations and directs and inspects all corrections.
4. Provides court testimony and support documentation as required.
5. Attends mandatory continuing education courses/seminars in order to maintain required certifications and knowledge of changes in the state code.
6. When directed by the Director or Deputy Director, Assists Fire Marshall in determining the cause of fires. Disconnects power or isolates power as needed to provide public safety.

Qualifications:

- Associate's degree or journeyman's level of trade knowledge required
- Minimum 3 - 5 years of electrical trade experience
- Valid Class D Motor Vehicle Operator License

- Massachusetts Master Electrician's License
- Knowledge of:
 - Electrical work techniques and equipment
 - State and national codes related to electrical service
 - Microsoft Office Suite (word, excel, etc.) and the Internet/e-mail in support of department operations.
- Ability to:
 - Interact effectively and appropriately with the public and other personnel
 - Multitask
 - Read and interpret plans and blueprints
 - Remain professional while engaging with difficult customers
 - Maintain confidential information.
 - Access the Internet to research and obtain information in support of department operations.
 - Read, interpret, and enforce rules and codes in an impartial and ethical manner.
- Skills:
 - Conducting inspections
 - Making observations
 - Recording information

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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to remain stationary for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required to determine differences in colors.

Supervision Required:

Employee works under the general supervision of the Building Commissioner/Director of Inspectional Services and full time Electrical Inspector.

Supervisory Responsibility:

Employee does not regularly supervise employees.

Work Environment:

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Employee is required to work beyond normal business hours on a 24/7 basis in response to emergency situations.

Occupational Risk:

Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions which could result in loss of time from work and possible loss of life. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with heavy materials, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required.
