## Facilities Job Function

### Utility Services Job Family

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<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 57E   | Inspector      | 5+ years of relevant experience Massachusetts Master’s Trade License required in applicable field | • Responsible for leading inspectional services  
• Must be fluent on all codes and regulations and their implications to the University  
• Ensures code compliance with all applicable ordinances and regulations  
• Conducts independent inspections or accompanies outside inspectors  
• Acts as a liaison to the Cities of Cambridge and Boston  
• Oversees the scheduling of inspections with facility owners, external providers and internal groups  
• Assures proper testing and operation of all life safety systems  
• Interacts with State Board of Examiners on related issues  
• Issues reports of inspection findings  
• Obtains permits for service department | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the inspection services for all University facilities within a discipline | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor: Works independently or as part of a team to achieve results. |