

Facilities Job Function

Utility Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Inspector	5+ years of relevant experience Massachusetts Master's Trade License required in applicable field	<ul style="list-style-type: none"> • 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 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the inspection services for all University facilities within a discipline</p>	<p>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.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion