



Position Description

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| Job Title | Building Inspector |
| Department | Community and Economic Development |
| Employment Status | Part time |
| Exempt/Non Exempt Status | Nonexempt |

Scope of Work

This position performs building inspections and enforces building codes and zoning ordinances in accordance with State laws and City ordinances.

Supervision

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| Received | Director of Community and Economic Development |
| Exercised | None |

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs building inspections before, during and after construction in accordance with State law and City ordinances.
- Interprets and enforces local and state building codes; performs plan review to ensure conformance with codes; issues permits; develops and files reports; responds to inquiries pertaining to building codes; condemns buildings as required; attends related meetings.
- Conducts public and private utility connection inspections in coordination with other City departments.
- Prepares and maintains records of inspections.
- Coordinates activities with City Attorney and/or Police Department as necessary; provides necessary documentation.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate's Degree or other technical training in construction, plumbing, electrical and HVAC inspections; plus at least 3 years of experience in building inspections and enforcement; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- State and City policies and procedures, laws and ordinances regarding building inspections and enforcement.
- Occupational hazards and the safety techniques and procedures used to avoid or minimize risk.
- Business English (spelling, grammar, punctuation and tone).
- The use of standard office equipment including computers and relevant software.

Ability to

- Interpret and enforce applicable state laws, local codes and ordinances.
- Work independently with minimal supervision.
- Multi-task and prioritize workload.
- Perform basic math functions.
- Read blueprints and construction plans.
- Recognize hazardous conditions and/or violations of building codes and ordinances and recommend proper corrective action.
- Carry out enforcement actions impartially, using sound judgment, firmness and tact.
- Prepare and maintain accurate records, reports and correspondence.
- Establish and maintain effective working relationships with contractors, architects and engineers, supervisors, coworkers and the general public.

Skill in

- Public relations.
- Oral and written communications.

Necessary Special Requirements

WI UDC Certification for 1 & 2 Family Homes, Electrical, HVAC and Plumbing; Commercial Building Inspector and Commercial Electrical Inspector Certifications; valid Wisconsin driver's license.

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.

- Work is performed both inside and outdoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds.