

Village of Slinger

Position Description

Title: Building Inspector

FLSA: Exempt

Department: Other Public Safety

Reports To: Administrator

Supervises: Admin. Asst. Building Inspection/Zoning

Date: _____

General Nature of Responsibilities:

The Building Inspector performs a variety of tasks including, but not limited to, inspection and administrative work regarding properties and buildings to ensure compliance with Local ordinances and State and Federal codes relative to construction, land and building use, and land development in the Village. Specific duties relate to the inspection of all areas of construction, to include structural, electrical, plumbing, HVAC, mechanical, landscape design/installation and engineering, in buildings and developments at all phases of construction or rehabilitation of residential and commercial properties. Admin Asst. Building Inspection/Zoning

Duties also include other support services under the general supervision of the Village Administrator including, but not limited to, code compliance, and property inspection including landscaping, and grading of lots.

Team oriented individual, willing to perform a variety of tasks inside and outside of this job description for the best of the Village.

License/Certification/Experience Requirements:

Valid Wisconsin Driver's License.

Five (5) years of progressively responsible skilled construction or construction management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Certified UDC (Building, HVAC, Plumbing and Electrical).

Commercial Building, Electrical, and Plumbing certification highly preferred.

Education/Continuing Education:

Vocational/Technical Diploma in construction or related field preferred.

Skills, Knowledge and Abilities:

Good knowledge of building related codes and ordinances enforced by the Village, including the uniform building, electrical, plumbing, and mechanical codes.

Computer skills must include Microsoft Word, Microsoft Excel and permitting software

Ability to read and interpret complex building plans, specifications and building codes.

Ability to determine if construction systems conform to State and Village code requirements.

Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Ability to enforce necessary regulations with firmness, tact, and respect.

Ability to read and interpret State and local codes and ordinances.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for providing a high level of citizen service to Village residents and business owners by promoting a friendly, courteous, and professional work environment.

Maintains good working relations with public.

Maintains open communication with Village Administrator on all aspects of development and construction through regular oral and written reports.

Maintains a high level of ethics and maintains the public trust.

Able to work in emergencies and in all types of weather conditions at any hour of the day or night.

Attends Village Board and other Committee meetings as requested by the Village Administrator.

Attends professional training and job-related seminars, courses, meetings, and conferences to keep abreast of current trends in the field.

Works together with Village Engineer, Director of Parks, Recreation and Forestry and Planner to deal with issues of overlapping concern.

Examines plans and specifications of new construction, additions, and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, standards, ordinances, and regulations.

Issues permits for applicants based on qualifications of plans and specifications, and files such permits appropriately both during construction and following completion of the project according to record retention requirements.

Inspects commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, standards, ordinances, and regulations.

Inspects existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances. Serves as Village Weed Commissioner to assist with enforcement of property maintenance code.

Performs systematic site inspections of all skill trades work for new construction and renovations within the Village, to evaluate compliance with all applicable Village, State and Federal codes and regulatory requirements in their respective trades, e.g., building, electrical, plumbing, HVAC, mechanical, structural.

Determines if work or service is being performed by those who are properly licensed and/or possess valid permits for said work or service.

Assists the Zoning Administrator in receiving, investigating, and resolving complaints; determines compliance with Village codes and ordinances; recommends appropriate action.

Verifies compliance with approved building permits, plans and specifications; reviews and approves workmanship and completed projects.

Assists in preparation of the annual Department budget and capital budget. Projects needed supplies, materials, and staffing needs. Monitors budget activity.

Maintains all records for the department.

Practices safe operation of a variety of equipment including trucks and a variety of power and hand tools. Monitor's equipment-operating condition.

May assist in Emergency Government activities, or similar special situations that may require working nights and weekends.

Maintains regular contact with contractors, architects, Village, County, State and Federal agencies, professional and technical groups, and the general public regarding public work activities and services. Coordinates all activities with other departments

Any and all other duties as deemed appropriate by the Village Administrator.

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information.

Ability to follow a prescribed plan as well as a plan requiring the exercise of some judgment.

Ability to express ideas clearly, concisely orally and in writing to groups and individuals and use proper grammar, punctuation, and spelling.

Considerable skill in establishing and maintaining effective working relationships with coworkers, contractors, and the general public with professional judgment and tact.

Ability to effectively handle a variety of moderately difficult situations and problems.

Ability to compare, count, differentiate, measure and sort information.

Ability to communicate effectively with all employees, property owners and residents.

Must provide a high level of customer service to Village residents and business owners by promoting a friendly, courteous and professional work environment.

Must be able to assume responsibility, understand timeliness, work independently and work as a team member.

Mathematical Ability

Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Ability to plan, schedule, and effectively direct the work of coworkers.

Considerable skill in evaluation of residential and commercial construction projects and problems.

Ability to think strategically given any variety of situations.

Ability to ensure and follow standard safety practices and procedures.

Ability to work independently with only occasional review of work performance of records.

Extensive knowledge of the geography of the community including the location of streets and sewers.

Ability to maintain effective working relationships with surrounding governmental entities.

Ability to maintain an appropriate level of confidentiality regarding records of the Village.

Physical Requirements

Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements such as operating motor vehicles.

Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, bending, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and tasks.

The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Must be able to stand and/or walk for prolonged periods, up to six hours in an eight-hour day, with or without back support.

Must be able to move throughout the Village in all weather and temperature conditions.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, odors, toxic agents, violence, noise, wetness, machinery, electrical currents, and/or dust may cause discomfort and pose some risk of injury.

The noise level in the work environment occasionally requires the use of hearing protective equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the 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.

The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The Village of Slinger is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date