

# Job Description

| Human Resource Use Only |
|-------------------------|
| Position Number:        |
| Step/Grade              |
| Effective Date:         |

## POSITION IDENTIFICATION

**Position Title:** Building Inspector

**Division:** ~~Life Safety and Neighborhood Services~~ ~~Community Development~~

**Status:** Full Time ~~Non - Exempt~~

**Normal Workweek:** Mon-Fri (7:30 a.m. – 4:30 p.m.), plus additional hours as necessary

## SUPERVISORY RELATIONSHIPS

**Reports to:** ~~Deputy Fire Chief~~ ~~Community Development Director~~

**Directly Supervises:** None

## POSITION PURPOSE

The Building Inspector is responsible for the day-to-day inspection activities in the City, including inspections in the interest of public health and safety. The position assumes as needed general administrative duties for the building inspection function.

## ESSENTIAL DUTIES

- Inspects new construction, alterations, and repairs of both existing housing and new construction to assure compliance with plans and specifications and secure code compliance.
- Issues permits for new construction, alterations, additions, remodeling, demolition, moving, signs, and HVAC systems.
- Issues temporary and final occupancy permits.
- Reviews and approves plans for one (1) and two (2) family dwellings under Wisconsin's Uniform Dwelling Code (UDC).
- Reviews and approves commercial and industrial building plans fewer than 25,000 cubic feet.
- ~~Directs, controls, and accounts for expenditures and revenues of building inspection funds.~~
- ~~Prepares and justifies~~ Provides input into budget estimates, develops and provides supporting data.
- Serves as a member of the Handicapped Appeal Commission, and various other committees as appointed by the Mayor/Common Council.
- ~~Evaluates the performance of~~ Supports and collaborates with the other inspectors through ~~conferences~~ communications, observations and reports from contractors.
- Supports the administration of floodplain, wetland, and airport height limitation ordinances.
- Responsible for maintaining Chapter 16 of the Municipal Code.
- Performs community living arrangement, day care, and bed & breakfast inspections.
- Inspects taverns, theaters, and carnivals prior to issuance of a license.
- Inspects licensed apartment houses.
- Inspects fireplace, wood burner, and solar collector installations.

- Makes recommendations and advises contractors, architects and owners on code compliance.
- Receives, investigates and acts to solve complaints from builders, tenants, landlords and the general public.
- Prepares various letters and reports as related to inspections and daily activities.
- Answers telephone inquiries regarding building practices, zoning and related concerns.
- Enforces zoning, building, housing, floodplain/wetland, recycling, junk and various other similar ordinances and codes.
- Investigates and prepares condemnation orders. [Prepares and assists with the prosecution of citations.](#)
- Investigates water diversion, fence, lot line, noise and other miscellaneous complaints.
- Testifies at hearings and court proceedings as required, and acts as an expert witness.
- Prepares reports as directed by the Mayor/Common Council, or as dictated by the situation at hand.
- ~~Attends regular City Council meetings, and other meetings as required (regular evening attendance required).~~
- ~~Responds to grievances at appropriate steps.~~
- Attends seminars and training sessions.

## OTHER DUTIES

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Perform other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** Minimum two (2) year associate degree in architecture, civil/structural engineering, construction management or closely related field.

**Experience:** Must have three (3) or more years' experience as a State-certified commercial and residential building inspector, or minimum five (5) years supervisory experience in commercial and residential type building construction activity, or any equivalent combination of experience and training. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

**Certifications/Licenses:** Maintain certification with Wisconsin's Department of Safety and Professional Services, Safety and Buildings Division Administrative Codes including International Building Code (IBC) which includes the International Mechanical Code, International Energy Conservation Code, International Fuel Gas Code, -International Existing Building Code, and one (1) and two (2) Family UDC. Any certification not possessed time of hire must be obtained within one (1) year of employment. This position must possess a valid Wisconsin driver's license.

**Other Requirements:** Work must be accurate and error free.

## KNOWLEDGE, SKILLS, & ABILITIES

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This position must possess comprehensive knowledge of approved methods and materials in building construction and allied mechanical work; thorough knowledge of State and local codes governing building construction, use and occupancy; the ability to read and interpret plans and

specifications; the ability to present facts and recommendations effectively in oral and written form; the ability to enforce and interpret regulations firmly and tactfully; establish and maintain effective working relationships with contractors, architects, property owners, employees and the public; the ability to successfully use computer operating systems and programs such as Microsoft Office applications, Windows or similar software; the ability to read and interpret policy manuals, technical manuals, Wisconsin Safety and Buildings Division Administrative Codes, and City ordinances; ability to read and interpret building plans and specifications; ability to present facts and recommendations effectively in written and oral form; ability to communicate effectively with fellow staff members, other City personnel and the general public - both orally and in writing. The position must possess the ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas; the ability to apply common sense understanding to enforce municipal ordinances and building codes by exercising good judgment, creativity and decisiveness; the ability to deal with problems involving several variables in complex situations when dealing in a sometimes hostile environment; and must have the ability to type with accuracy.

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## **BACKGROUND CHECKS-** Condition of Employment

### **PHYSICAL DEMANDS**

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The physical demands described herein 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.

**Manual Dexterity:** This position must possess the capability coordinate eyes, hands, feet and limbs in performing semi-skilled movements and the ability to operate computer keyboard, telephone and calculator.

**Physical Effort:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. The employee often may be required to climb or balance, stoop kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus

**Working Conditions:** While performing the duties of this job, the employee is regularly exposed to outside weather conditions; regularly walks over uneven terrain; uses ladders to access floor levels in unfinished buildings, as well as accessing roofs in unseasonable weather. The noise level in the work environment is usually moderate; however, occasional exposure to heavy earth moving equipment and factory noise may occur while on inspections.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not

intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.