

## Job Description

### Human Resource Use Only

Position Number:

Step/Grade:

Effective Date: 01/2020

### POSITION IDENTIFICATION

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**Position Title:** Lead Inspector  
**Division:** Manitowoc Fire Department – Life Safety Division  
**Status:** Full-time, Non-Exempt  
**Normal Workweek:** Monday - Friday

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Fire Chief  
**Directly Supervises:** None

### POSITION PURPOSE

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Under the general direction of the Fire Chief, performs administrative and technical activities necessary to obtain compliance with the City's building code including enforcement and inspection and assists in the enforcement of the zoning code for the City. The Lead Inspector performs skilled inspections and administrative work to ensure compliance with appropriate Municipal Code.

### ESSENTIAL DUTIES

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- Oversees the enforcement of building, electrical, mechanical, plumbing, all commercial and residential construction and performs those inspections as well. Reviews plans as agent, when appropriate, for Department of Commerce for code compliance.
- Provides technical building code advice and makes recommendations to boards, commissions, Council, civic groups and the general public on various aspects of building code enforcement; coordinates discussions with developers and contractors concerning applicable code requirements, including interpretations and recommendations as to technical matters. Develops policies and procedures and communicates them to staff.
- Researches problems and complaints regarding commercial and residential buildings, including construction issues and code compliance. Responds to complex building issues. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods; reviews standard correspondence and informational mailings for accuracy and appropriateness. Confers with the Fire Chief presenting or resolving difficult problems or questions, equipment replacement and discussing plans and actions to be taken.
- Performs all functions of a building inspector including inspections of new and existing buildings, structures and properties to determine compliance with ordinances and codes. Issues correction notices and citations.
- Responsible for maintaining an appropriately trained and skilled workforce consistent with the work load and planned needs of the City. Evaluates work performance of subordinates and prepares performance evaluations. Effectively recommends termination, suspension and other disciplinary matters for subordinates.
- Develops and revises the department's operating policies and procedures in accordance with applicable laws and the department's rules and regulations.

- Participates in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product.
- Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determination of new budget figures; reviews, monitors and controls all financial transactions; approves all purchase orders originating within the department.
- Assures that assigned areas of responsibility are effectively and efficiently performed within budget.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
- Responsible for maintaining an awareness of all department inspection projects active in the field and for reporting any problems or deficiencies.
- Issues citations for code violations; testify in court concerning violations of laws and regulations.

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#### **OTHER DUTIES**

- Performs related work independently as required and assigned by the supervisor

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#### **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	A minimum of a two-year degree is preferred, or any equivalent combination of significant experience and training which provides the required knowledge, skills, and abilities as determined by the employer.
<b>Experience:</b>	5-6 years of experience in a related field.
<b>Certifications/Licenses:</b>	A certified inspector of the Wisconsin Department of Safety and Professional Services. Certified by the State in Commercial Electrical Inspection, UDC Construction Inspection, and UDC HVAC Inspections. Any certification not possessed at time of hire must be obtained within one (1) year of the date of employment.
<b>Other Requirements:</b>	Must possess a valid Wisconsin Driver's License.

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#### **KNOWLEDGE, SKILLS, & ABILITIES**

This position must have a thorough knowledge of the materials, methods and practices involved in installing, repairing and maintaining a variety of electrical, heating and ventilating installations, equipment, appliances and standard testing devices pertaining thereto; the ability to read plans, specifications rough sketches, and layouts to determine their compliance with established standards and codes; detect and locate non-code compliant work, coupled with the ability to ascertain the stage of construction or installation when deficiencies are most easily found and remedied.

This position must possess ability to enforce and interpret regulations firmly and tactfully; ability to establish and maintain effective working relationships with contractors, architects, property owners, employees and the public; ability to prepare accurate records, and present effective oral and written reports; and a good working knowledge of computer operations and procedures is required, including, but not limited to statistical software packages, word processing programs, spreadsheets and databases. This position must have the ability to communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with other departments and entities; the ability to successfully utilize computer operating systems and programs such as Microsoft Office applications, Windows or similar software; is team-oriented, experienced and innovative individual with strong oral

and written communication skills; strong in conceptualizing and detailing development plans for residential, commercial and industrial applications; and an independent self-starter, with strong organizational skills, good judgment, and ability to adapt to new situations.

This position must have the ability to meet multiple deadlines and work effectively in a team environment; read and interpret policy manuals, technical manuals and Wisconsin Administrative Codes and City ordinances; ability to read and interpret building and electrical plans and specifications; ability to present facts and recommendations effectively in oral and written form; ability to communicate effectively with fellow staff members, other City personnel and the general public; 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; apply common sense understanding to enforce municipal ordinances and building codes by exercising good judgment, creativity and decisiveness; and deal with problems involving several variables in complex situations when dealing in a sometimes hostile environment.

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### **BACKGROUND CHECK**

Condition of employment

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### **PHYSICAL DEMANDS**

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:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. Must operate computer keyboard, telephone and calculator.
- Physical Effort:** 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 50 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements.
- 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.