

# Job Description

Human Resource Use Only
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Position Number:
Step/Grade
Effective Date: 06/2016

## POSITION IDENTIFICATION

**Position Title:** Commercial Building Plan Reviewer/Inspector  
**Division:** Life Safety and Neighborhood Services  
**Status:** Casual  
**Normal Workweek:**

## SUPERVISORY RELATIONSHIPS

**Reports to:** Deputy Fire Chief of Life Safety & Neighborhood Services.  
**Directly Supervises:** No supervisory responsibilities

## POSITION PURPOSE

The Building Plan Reviewer performs technical review of commercial construction, additions, or alterations to ensure compliance with all Federal, State and Municipal Codes. The Building Plan Reviewer must regularly exercise technical judgment and discretion based on familiarity with the various codes and regulations, and must secure compliance for safety purposes. The position requires a measure of independence, the exercise of good judgment, and the ability to adapt to new situations and work procedures.

## ESSENTIAL DUTIES

- Reviews commercial building plans and specifications to insure compliance with code requirements.
- Issues building permits.
- As a certified Commercial Building Inspector of the Wisconsin Department of Safety and Professional Services, approves commercial building plans.
- Inspects buildings and sites in the process of construction or renovation for building code compliance.
- Explains and interprets building, heating and ventilating regulations and requirements to contractors, property owners and other interested parties.
- Inspects heating, ventilating and air conditioning installations.
- Inspects buildings and premises for commercial building code violations.
- Notifies owners and contractors of conditions not in compliance with codes.
- Performs administrative tasks relative to inspection work.
- Recommends revisions to applicable codes.
- Keeps records and make reports of all inspections, and maintains a daily log of inspections and activities.
- Prepares and maintains records to be submitted to State and local authorities.
- Issues citations for commercial building code violations.
- Testifies in court concerning violations of commercial building codes and regulations, and acts as an expert witness.

## **OTHER DUTIES**

Perform other duties as assigned.

## **MINIMUM POSITION QUALIFICATIONS**

- Education:** Minimum high school graduate or equivalent.
- Experience:** Must have considerable knowledge of the International Building, International Mechanical, International Plumbing, International Fuel Gas, and International Energy Conservation Code. Must also have considerable knowledge in all applicable State and Municipal Codes. Must have 10 years commercial plan review and commercial inspection experience.
- Certifications/Licenses:** State certified and licensed as a Commercial Building Inspector.
- Other Requirements:** Must possess a valid Wisconsin driver's license. Work must be accurate and error free. Good knowledge of English, grammar, spelling and punctuation. Must possess ability to type with accuracy. 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 this position.

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

This position must have a thorough knowledge of the materials, methods and practices involved in 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; and must have a thorough knowledge of the International Building Code.. 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 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 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 CHECKS- Condition of Employment**

**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 75 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.