



Building Inspection Assistant

Starting Salary:	\$20.69 - \$23.08 per hour	Location:	Neenah, WI
Job Type:	Full Time, Non-exempt	Department:	Community Development
Opening Date:	Friday, 3/6/2020	Closing Date/Time:	Friday, 3/20/2020, 4:30 p.m.

Purpose of Position

The purpose of this position is to assist in securing compliance with federal, state and local building codes, regulations and zoning codes. The work is performed under the direction of the Building Inspector.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Greets, screens, assists and directs callers and visitors for the Community Development department; assists contractors and the public.
- Reviews plans and schedules inspections; issues and processes permits, calculates fees, and updates permit/inspection reports.
- Prepares a variety of reports, memos, agendas and correspondence; municipal code changes and the annual building report; prepares orders; prepares various informational brochures; completes real estate inquiries.
- Performs code enforcement including but not limited to housing complaints, sump discharge and erosion control.
- Performs field inspections in the absence of the building inspector per certifications obtained; issues citations and stop work orders; inspects swimming pools and decks. Assists Building Inspector with license inspections and housing complaints when needed. Updates land data information.
- Issues raze orders or repair orders.
- Updates land data information monthly.
- Monitors state and federal code changes; orders and updates code books.
- Provides technical support and assistance to other departments; works with the village's commercial electrical inspector; coordinates assistance with the State of Wisconsin as needed.
- Ability to read and understand blueprints, site plans and maps.

Additional Duties and Responsibilities

- Maintains appropriate records utilizing the village's document and imaging software.
- Performs clerical functions.
- Performs other related functions as required or assigned.

Minimum Requirements (Knowledge, Skills and Abilities)

- High school diploma or equivalent with vocational/technical training in the construction trade and building inspections with two years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Currently hold OR retain the following certifications within the following timelines:
Within 12 months of hire

- Uniform Dwelling Code (UDC) Construction Certification

Within 18 months of hire

- UDC Heating Ventilation Air Conditioning (HVAC) Certification

- UDC Electric Certification

- UDC Plumbing Certification

Within 2 years of hire

- Commercial building certification desired

- Valid driver's license in the State of Wisconsin
- Excellent customer service skills
- Excellent communication skills, verbal and written
- Intermediate knowledge of Word, Excel and Access
- Graphic Information System (GIS) experience and knowledge of the construction trades is highly desirable

TO APPLY FOR THIS POSITION

Visit our website at www.foxcrossingwi.gov/employment to view the full job description and obtain Fox Crossing's employment application.

Email your completed application along with cover letter, resume and three professional references to Human Resources at kburdick@foxcrossingwi.gov or mail to the Village of Fox Crossing, Attn: Human Resources, 2000 Municipal Drive, Neenah, WI 54956. Applications for this position must be submitted no later than 4:30 p.m. on Friday, March 20, 2020.

The Village of Fox Crossing is an Equal Employment Opportunity Employer.