



CITY OF DE PERE
invites applications for the position of:

Building Inspector

SALARY: \$25.35 - \$28.96 Hourly

OPENING DATE: 12/07/17

CLOSING DATE: Continuous

GENERAL DESCRIPTION:

The City of De Pere is a positive, team-oriented organization with a commitment to providing exceptional customer service to its community. The City of De Pere strives to attract, develop, and retain critical talent by promoting a diversity of thought, valuing differing perspectives, and empowering employees to share their authentic viewpoints at all levels and functions within the City. Diversity and inclusiveness enhance our employees' ability to be thoughtful, effective and efficient while providing the very highest level of municipal service to our community. **If you would enjoy a busy, positive work environment and the chance to contribute to the quality of life for a whole community, this job may be the right fit for you!**

The Building Inspector is responsible for administration and performance of inspections, code interpretation, and enforcement activities for one and two-family, multi-family and commercial buildings in accordance with building codes of the State of Wisconsin and De Pere Municipal and Zoning Codes. The Building Inspector issues building and mechanical permits including plumbing, electrical, HVAC, and soil erosion control. The Building Inspector will perform building and code enforcement inspections. The Building Inspector generally spends 50% of time in the field and 50% time in the office, depending on workload.

De Pere is a city of approximately 24,000 located on the Fox River in the Green Bay Metropolitan region. The community has a reputation for an exceptional quality of life provided by a thriving downtown, great residential neighborhoods, ample recreational opportunities, successful commercial/business areas and community mindedness.

Typical Work Schedule: Monday-Friday 8:00 a.m. - 4:30 p.m.

The summer schedule (Memorial Day - Labor Day) for this position is:

Monday - Thursday: 7:30 a.m. - 5:00 p.m.

Friday: 7:30 a.m. - 11:30 a.m.

Starting Salary is \$25.35 - 28.96/hour plus an excellent benefit package. The full salary range is \$25.35 - \$34.75/hour.

Application Deadline: Applications are being accepted until the position is filled. Review of the applications will begin early January.

ESSENTIAL FUNCTIONS:

Review building plans and specifications submitted in connection with building permit applications.

Review applications for building permits required by local ordinances.

Investigate and enforce violations of the building code, plumbing ordinances, electrical, and HVAC.

Explain the requirements of State and local building codes, housing, electrical, and plumbing ordinances and other applicable laws to building contractors, property owners, elected officials and other members of the public in a tactful and courteous manner.

Inspect buildings and structures in the process of construction or repair for compliance with all requirements of applicable ordinances and laws.

Provide for removal of illegal or unsafe conditions and secure the necessary safeguards during construction.

Inspect existing buildings and structures to ensure their conformity with safety standards, including annual tavern inspection.

Process and issue small permits such as HVAC, decks, fences, etc. Perform follow up inspections as needed to close out permits.

Maintain records of inspections, orders, decisions made, and actions taken, as required.

Prepare periodic reports, as required.

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of building construction and local, State and Federal building codes and zoning requirements.

Considerable skill in reading and interpreting blue print specifications and construction sketches. Skill in the detection of structural problems and building code violations. Skill in dealing courteously and tactfully with property owners. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.

Ability to organize, prioritize, and perform work with limited direction, process and confidential information with discretion. Ability to accurately complete assignments within limited deadlines, perform on-site inspections, effectively plan, direct and coordinate various phases of inspection services. Ability to effectively use machines and/or equipment necessary for the position. Ability to supervise the work of others and implement and maintain computerization of department records and exercise independent judgment. Ability to establish and maintain effective working relationships with contractors, architects, property owners, employees, and the general public. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to follow oral and written instruction. Ability to utilize a computer and required software. Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests

MINIMUM QUALIFICATIONS & PHYSICAL REQUIREMENTS:

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

1. Associate Degree or equivalent in Building Construction or related field.
2. One to two years of experience as a certified building inspector or in a construction related field.
3. Department of Safety and Professional Services, Uniform Dwelling Code certification in the following areas: One and Two Family Dwelling Construction, Plumbing, Electrical, HVAC, and Commercial Building.
4. Valid Wisconsin driver's license and good driving record.

A combination of education and experience may be considered.

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

Ability to lift and carry 10 -50 pounds. Work requires walking, lifting, reaching, stooping, pulling,

grasping, balancing, climbing, kneeling, standing, and crouching. Inspections may be performed in varying weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.de-pere.org>

Position #2017-00057
BUILDING INSPECTOR
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335 S. Broadway St.
De Pere, WI 54115
(920) 339-4045

deperehr@mail.de-pere.org

Building Inspector Supplemental Questionnaire

* 1. Please select the Department of Safety and Professional Services, Uniform Dwelling Code certifications that you currently hold.

- One and Two Family Dwelling Construction
- Plumbing
- Electrical
- HVAC
- Commercial Building

* 2. Do you currently have a valid Driver's License?

- Yes No

* Required Question