

## VILLAGE OF ASHWAUBENON

### JOB DESCRIPTION

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**Date:** February 2020

- I. Position Title:** Senior Building Inspector  
**Reports To:** Director of Community Development  
**Supervises:** No direct reports  
**Job Summary:** Enforces the Village zoning code and building codes. Reviews site plans and permit application to ensure compliance with State and local building codes and local zoning code. Guides projects through the approval process including coordination with other Village departments, plan commission, site plan committee, board of zoning appeals and Village Board.  
**FLSA Status:** Non-Exempt

**Current salary range:** \$29.90 - \$37.38 (depending on qualifications)

**II. Principal Duties and Responsibilities**

- A. Serves as primary residential and commercial electrical Building Inspector for Village
- B. Reviews building plans and site plans for conformance to state and local building codes and local zoning code.
- C. Issues building permits upon determination of compliance with state and local building codes and local zoning code.
- D. Supports Community Development Director with zoning and site plan applications and approvals.
- E. Compiles necessary information and draft recommendations to various committees and boards for site plan approval and permit approvals as required by ordinance.
- F. Advises and attends Village Board, site plan committee, plan commission and board of zoning appeals meetings as needed.
- G. Inspects new building construction or remodeling for compliance with zoning requirements and state and local building codes. Serves as backup code enforcement inspector who is responsible for nuisance property and other property condition inspections and citations.
- H. Answers questions and provides guidance to developers, contractors and residents regarding the process for building permits, site plan approval and other development/construction requirements arising out of state code and local ordinances.
- I. All other duties as assigned.

### III. Knowledge, Skills and Abilities

- A. Thorough knowledge of the principles and practices of building, electrical, plumbing and fire code enforcement.
- B. Thorough knowledge of state and village building codes and village zoning ordinances.
- C. Ability to read and interpret plans and specifications.
- D. Ability to plan, direct and coordinate the various phases of building inspection and code enforcement services.
- E. Ability to establish and maintain harmonious relationships with other employees, village, state and federal officials, contractors, and the general public.
- F. Strong verbal and written communication skills.
- G. Ability to work in a fast-paced, team-oriented environment.

### IV. Minimum Education and Experience

- A. Two to four years of related experience in building construction, plan review, residential or commercial building inspection.
- B. Currently certified or have the ability to become certified within 24 months of employment, in residential and commercial building inspection in the following categories: **UDC-Construction, UDC-HVAC, UDC-Plumbing, UDC-Electrical, Commercial Building. Current certification or ability to become certified in Commercial Electrical is desirable.**
- C. Must have valid Wisconsin driver's license and good driving record.
- D. Minimum education of a high school diploma/GED, technical degree or apprenticeship in skilled trade or bachelor's degree preferred.
- E. Experience with computers, office software, and GIS is desirable.

A combination of equivalent experience and/or education may be considered.

### V. Supervision / Decision Making

Must be able to work autonomously with little direction and is responsible for own decisions and code interpretations. General oversight and direction provided at a high level as set forth by Administration, but otherwise works within the standards and overall policies, goals, and budget limits established by the Director of Community Development.

### VI. Physical Requirements

Ability to perform the following activities:

- A. Lift up to 20 pounds
- B. Carry up to 20 pounds
- C. Ability to focus on detailed projects for long periods of time
- D. Ability to reach, stoop, lift, climb stairs and ladders
- E. Ability to drive