

**DRAFT**

POSITION TITLE: Building Inspector/Cross Connection Inspector **APPROVED:**

REPORTS TO: Village Administrator

FLSA: Non-exempt

JOB PURPOSE: Responsible for all aspects of building inspection for the Village and the cross connection inspection program.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Responsible for the operation of the Building Inspection department.

Reviews all building and site plans prior to approval.

Issues all building related permits and maintains records.

Responsible for electrical, plumbing, heating and energy compliance for all building permits.

Provides written reports on building, zoning and flood plain issues.

Enforces building and zoning codes and conducts inspections in all phases of building construction.

Responsible for updating Building and Zoning codes annually.

Conducts residential and commercial construction site erosion control inspection.

Assists with the review and resolution of private drainage issues.

Administers the Cross Connection program as required under Wisc. Administrative Code NR 810.15

POSITION QUALIFICATIONS:

An Associate degree in Construction Management or related field and a minimum of 3 - 5 years work experience are required.

Master Plumber or ability to conduct residential Cross Connection plumbing inspections per WDNR NR 810.15.

Must possess valid State of Wisconsin Inspection certifications for UDC Construction, UDC HVAC, UDC Plumbing, and UDC Electrical.

The ability to obtain commercial building, commercial plumbing and commercial electrical are desirable.

DESIRABLE KNOWLEDGE AND ABILITIES:

Thorough knowledge of state building, electrical and plumbing codes. Thorough knowledge of zoning administrative codes. Working knowledge of flood plain administration. Ability to establish and maintain effective working relationships with Village officials, employees and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

SUPERVISION/DECISION MAKING:

Does not supervise other employees. Decisions affect the operation of the entire Village. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

INTERACTION:

Frequent inside and outside contacts with co-workers, immediate supervisor and residents. Contacts involve matters where judgment must be exercised to obtain approval where differences of opinions exist.