

Memo

To: Village Board

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: BUILDING INSPECTOR POSITION DESCRIPTION

ACTION RE: AUTHORIZATION TO FILL OPEN BUILDING INSPECTOR

Date: 17 June 2022

The current Building Inspector position description was last updated in 2015 (attached). The position has developed over the years with added and subtracted job responsibilities, the change of other village positions, and the evolution of thought for the desired outcomes.

Kevin Wieland held the position for the past seven years and resigned earlier this month. Staff would like to take this opportunity to update the position description to reflect current job duties and expectations, as well as to be consistent the position in other communities (attached updated position description).

Staff intends to advertise the position once the position description is approved. The pay scale for similar positions in other communities is between \$26.66 – \$38.63 per hour. Staff plans to advertise the position between \$26.00 - \$34.00 per hour, depending on qualifications. The position hours would also vary depending on qualifications, between 26-40 hours per week.

The Village Board is asked to review and approve the position description and provide authorization to fill the open Building Inspector position.

Updated Position Description



VILLAGE OF ALLOUEZ **POSITION DESCRIPTION**

POSITION TITLE: Building Inspector

APPROVED: 06-21-2022

REPORTS TO: Planning &
Community Development Director

FLSA: Non-exempt

JOB PURPOSE: This position is responsible for overseeing building inspection and site development for the Village of Allouez. This position assists departments with code enforcement activities.

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.

- Review building plans for compliance with state codes and local zoning ordinances.
- Issue building permits and maintain filing system.
- Perform all required inspections subordinate to said permits and record results with the permit.
- Investigate ordinance violation complaints.
- Interpret codes and ordinances for builders and residents.
- Prepare periodic reports on building activity.
- Review and approve plans for one- and two-family dwellings.
- Enforce the floodplain and shoreland zoning ordinances.
- Act as the Community Rating System (CRS) Coordinator and conduct tasks responsible to maintain the Village of Allouez in good status.
- Responsible for updating building and zoning ordinances as applicable.
- Conducts site erosion inspection.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, sheriff's department and other appropriate agencies.
- Assists departments with code enforcement in the Village of Allouez, including performing field inspections, documenting violations, issuing citations, and testifying in court when needed.
- Uses proactive measures to educate the public of regulations and issues, including speaking to interested community groups, utilizing social media and other online resources, and coordinating with departments to create print and electronic media.
- Attends meetings of municipal agencies as requested.

- Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

POSITION QUALIFICATIONS:

Minimum Qualifications:

- High School diploma or equivalent.
- Wisconsin inspector certifications for UDC-Construction, UDC-HVAC, UDC-Plumbing, and UDC-Electrical required within 12 months of hire.
- Minimum of two years of experience in public code enforcement, building inspection, construction trades or equivalent.
- Must have valid driver's license and good driving record.

Preferred Qualifications:

- Commercial Building, Plumbing, and Electrical Inspector certifications.
- Ability to speak a foreign language such as Spanish.
- Ability to conduct cross-connection inspections.

KNOWLEDGE, SKILLS AND ABILITIES:

- A thorough knowledge of the concept of construction, building codes and mechanical codes.
- Ability to use a computer for data processing, spread sheets, letters, documents, etc.
- Ability to read, interpret, apply provisions of laws, ordinances, and rules.
- Ability to develop new or revise existing ordinances.
- Ability to establish and maintain excellent working relationships with the public and other village employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete electronic record keeping tasks.
- Ability to prepare and maintain accurate record on findings and write clear, concise reports.

SUPERVISION/DECISION MAKING: This position does not serve as a supervisor. This position is the direct contact for contracted building inspection services as needed. Responsible for making and implementing decisions with minimal supervisor direction.

INTERACTION: Frequent contact with co-workers, subordinates, Village Board and community members. Contacts frequently involve corrections or adjustments where tact is essential to resolve the problem.

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Building Inspector

APPROVED: 05-19-2021

REPORTS TO: Village Administrator

FLSA: Non-exempt

JOB PURPOSE: Responsible for all aspects of building inspection for the Village.

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 site erosion inspection.

POSITION QUALIFICATIONS: An Associate degree in Construction Management or related field and a minimum of 3 - 5 years work experience are required. Must possess valid State of Wisconsin Inspection certifications for construction, HVAC, plumbing, energy and commercial buildings.

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.