



## BUILDING, SAFETY & ZONING DEPARTMENT

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## MEMO

**To:** City of Watertown Finance Committee

**From:** Brian Zirbes, Zoning Administrator

**Date:** February 26<sup>th</sup>, 2024

**RE:** Updated Job Description for the Building Inspector Position

The City of Watertown's Building Inspector is retiring at the end of 2024. In preparation for this pending retirement and to address the need to hire a replacement I have reviewed and updated the job description for this position. This job description was last reviewed in 2015. The updated job description includes added duties being performed by the Building Inspector that were not included in the old Job Description, such as zoning code enforcement duties. The updated job description also removes duties no longer being performed, such as fire inspections, and clarifies that this position directs the work of the Assistant Building Inspectors but does not directly supervise these positions.

In recent years the ability to find qualified candidates for the position of Building Inspector has proven difficult statewide. Many communities are or will be facing the prospect of having a long-term experienced Building Inspector retire. In response to these difficulties, I am requesting that this job description be sent to Carlson-Dettmann for evaluation to ensure that the pay rate for this position is consistent with market rates. An updated Job Description coupled with a fair pay rate will put the City in the best position possible to recruit a qualified candidate.

Sincerely,  
Brian Zirbes

Zoning and Floodplain Administrator  
Building, Safety and Zoning

Enclosures