

## City of Watertown Position Description

Position Title	Building Inspector I
Department	Public Works
Division	Building, Safety, & Zoning
Pay Grade	L
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Zoning Administrator
Direct Reports	None
Last Updated	07/2024

### Job Summary

Under the direct supervision of the Zoning Administrator and general supervision of the Director of Public Works/City Engineer, the Building Inspector I conducts building inspections of new construction and remodeling of existing structures for compliance with codes, ordinances, and statutes. The Building Inspector works with architects and contractors regarding building requirements and recommends approval or denial of permits. Oversees and directs the daily assignments of Assistant Building Inspection personnel.

### Essential Functions and Responsibilities

***The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.***

#### Specific Accountabilities:

- Reviews plans for residential buildings.
- Reviews building permit applications and issues permits in conformance with code requirements.
- Conducts inspections of building construction for new and existing buildings.
- Maintains records of all permits issued and inspections conducted.
- Ability to prepare and process reports.
- Reviews building codes for needed updates and proposes necessary code and ordinance changes.
- Issues building correction order notices, citations, and raze orders when necessary.
- Assists Health, Fire, and Police Departments with various code violations and investigations.
- Assists in administration of the Zoning Code through the investigation and resolution of building code and zoning complaints, referring unusual or complex issues to Zoning Administrator for assistance.
- Administers the sign code regulations and issues permits.
- Regularly attend and serve as a voting member of the Site Plan Review Committee.
- Attend committee, boards, and commission meetings as needed or assigned (e.g., *Plan Commission, Board of Zoning Appeals, Historic Preservation, Public Works, and Public Safety & Welfare*).
- Directs and trains Assistant Building Inspection staff members.

- Administer safety and work rules for Assistant Building Inspection staff.
- Assist with Assistant Building Inspection staff workload as needed.
- Perform general office tasks such as answering the phone or assisting customers at the counter.

#### Supervision Exercised

- None.

#### Minimum Education Qualifications

##### Education and/or Experience Requirements:

- High School Diploma or equivalent.
- 3 - 5 years of experience in building trades or closely related fields.
- **OR** an equivalent combination of education, experience and training that provides the qualifications needed to perform 'Essential Functions and Responsibilities' requirements as stated in the Position Description.

##### Licenses, Certifications, and Other Requirements:

- Must possess and maintain a valid Wisconsin Driver's License.
- Must possess Wisconsin Department of Safety & Professional Services Certification in the following: UDC Construction (including soil erosion) Inspector.
- Can advance to Building Inspector II upon obtaining all of the following Wisconsin Department of Safety & Professional Services Certifications: UDC Plumbing, UDC Electric, and UDC HVAC Inspector.
- Can advance to Building Inspector III upon obtaining all required Building Inspector II certifications and all of the following certifications by the State of Wisconsin: Commercial Building, Commercial Plumbing, and Commercial Electrical Inspector.

#### Minimum Knowledge, Skills, and Abilities Qualifications

***In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.***

- Thorough knowledge of codes, ordinances and statutes regarding residential and commercial building, electrical, and plumbing installations.
- Thorough knowledge of modern inspection methods and procedures.
- Considerable knowledge of and ability to apply safety precautions in work assignments.
- Knowledge of processing and issuing permits.
- Knowledge of research methodology to access and utilize department records, permits, files, and correspondence.
- Knowledge of electronic permit software applications and proficiency in Microsoft Office.
- Ability to establish effective, tactful, and courteous relationships with the general public and be able to handle confrontational situations in a professional manner.
- Ability to represent the department with excellent verbal and written communication skills.
- Ability to multi-task and prioritize tasks.
- Excellent time management skills.
- Well-developed organizational skills.
- Attention to detail.
- Professional discretion.

- Analyze and solve problems.

***In evaluating candidates for this position, the City of Watertown may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.***

#### **Physical Requirements**

- May experience frequent periods of standing or walking.
- May occasionally work in adverse weather conditions.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.

#### **Work Environment**

The work environment is both indoors in an office setting and outdoors at inspection sites.

#### **EOE / ADA Statement**

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Signatures:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_