



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Building Inspector DEPARTMENT BS&Z # OF APPLICANTS: 7

FT ☒ PT ☐ SALARY ☐ HOURLY ☐ Days Posted: _____ Incumbent: Doug Zwieg

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

Retirement

Justification for fill:

Building Inspection is a critical City function.

Top Candidate Name: Jason Rens Recommended Grade/Step/\$ M/4

Qualifications:

UDC Building Inspection Certifications & Commercial Electrical Certification. Experience in municipal building inspection.

First Alternate Name: Michael Dauer-Jacek Recommended Grade/Step/\$ M/3

Qualifications:

UDC Building Inspection Certifications. Experience in municipal building inspection.

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Brian Zirbes 9/3/2024

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☐ References Completed
☐ Background Check Completed
☐ Permission for Screening Received
☐ Grade, Step, and Years of Service
☐ Contingent Offer Drafted

HR Signature Date

Finance Director Signature Date

Mayor Signature Date

Final Approval

Grade ____ Step ____ Vacation ____

Finance Committee(as required) ____

Effective Date: _____