



JOB DESCRIPTION

Title:	Building Inspector & Zoning Administrator	Department(s):	
Reports to:	Economic Development Director	Location	Municipal Building
FLSA:		Pay Grade:	
Shift:		Status:	
Bargaining Unit:	None	Date:	October 2024

JOB SUMMARY

The position of Building Inspector & Zoning Administrator performs inspection services associated with the enforcement of, and compliance with, City and State commercial and residential Building Codes, and zoning codes. The Inspector’s activities ensure the application of the aesthetic standards of the community in the construction of buildings and surrounding landscapes, and preserve the health, welfare and safety of the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Review building and site plans for compliance with local and state codes.
- Issue building permits and perform building, electrical, plumbing, HVAC, and erosion control inspections.
- Coordinate with external agencies for commercial inspections.
- Testify in court regarding building and zoning code compliance issues when necessary.
- Conduct on-site inspections to verify zoning and code compliance and follow up on violations.
- Ensure the application of aesthetic standards in construction projects and surrounding landscapes.
- Enforce local zoning regulations under Titles 14, 18 and 19 of the City Code and WI Stat § 62.17 and WI Stat §101.
- Administer the City’s Comprehensive Plan and recommend updates to zoning codes and land-use regulations.
- Process zoning permits, land use variances, and conditional use permits.
- Review applications for plats, site plans, and certified survey maps and provide recommendations to the Plan Commission.
- Assist the City Council, Plan Commission, BZA and other boards as needed with technical research, analysis, and code interpretation.

- Issue citations for code violations and maintain electronic records of inspections and communications.
- Coordinate inspections with other agencies such as fire, and police departments.

ADDITIONAL TASKS AND RESPONSIBILITIES

- Review and recommend updates to building permit fees for the annual Schedule of Fees.
- Enforces nuisance property and property condition ordinances.
- Assist in the review of site plans and sign permits for commercial, industrial, and multi-family developments.
- Attend Plan Commission, Board of Zoning Appeals, and Common Council meetings as needed.

SUPERVISION RECEIVED AND/OR EXERCISED

- The Building Inspector & Zoning Administrator reports to the Economic Development Director.
- The Building Inspector & Zoning Administrator does not directly supervise any City staff.
- The Building Inspector & Zoning Administrator is entitled to services of the City Attorney as per Wisconsin Statutes 62.115.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or GED equivalent required.
- Vocational/technical training in building construction and systems is preferred.
- Minimum of two years of inspection experience with extensive public contact, or an equivalent combination of education and experience.
- Certifications preferred (but not required at the time of hire):
 - UDC Construction Inspector
 - UDC HVAC Inspector
 - UDC Electrical Inspector
 - UDC Plumbing Inspector
 - Commercial Building Inspector certification preferred.

Language Skills

- Strong communication skills to explain technical concepts clearly to the public, contractors, and city officials.
- Ability to draft and interpret technical reports, zoning code documents, and legal ordinances.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to calculate area, volume, and perform basic math operations related to building and construction standards.

Reasoning Ability

- Strong problem-solving and analytical skills to interpret building plans, evaluate compliance, and provide enforcement solutions.
- Ability to make informed decisions and judgments in complex zoning and building code cases.

Other Qualifications

- Familiarity with state and local building codes, zoning regulations, and Wisconsin statutes.
- Ability to enforce regulations with firmness and tact while maintaining positive relationships with the community.
- Proficient in computer software such as Microsoft Office and electronic permitting systems.
- Ability to manage multiple projects from permit application through the final inspection process.
- Honesty, discretion, and sound judgment are critical for success in this role.
- Must possess a valid driver's license.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.