

## **Residential Building Inspector**

A permanent part time position

### **Supervisor:**

Planner/Administrator

### **Purpose of Position:**

The purpose of this position is to provide the necessary inspections as required by the national, state and local building code and ensure compliance through the provision of inspection services. In conjunction with the Town of Verona administrative staff, coordinates all building inspection activities for construction projects in the Town of Verona. This position will provide for the public protection, safety health and well-being by performing inspection, enforcement and supervisory functions as necessary to ensure compliance with all applicable Federal, State and local codes. There is frequent interaction with the general public as well as other officials at the various Town, County and State levels.

### **Essential Responsibilities:**

The following duties are to be considered normal for this position and are not to be construed as exclusive or all inclusive. Other duties may be required or assigned on an as needed basis.

- Provide over site of all Town Building Inspection activities.
- Work with Town of Verona administrative staff and other town inspectors to ensure adequate enforcement of the state and local ordinances.
- Issue inspection reports and attend necessary meeting, seminars, continuing education and events as necessary to facilitate proper administration of the various codes.
- Become familiar and updated on Town, State and Federal codes regarding building construction, zoning, demolition and all other related construction fields
- Review building and site plans, specifications and relevant documentation received from permit applicant to determine compliance with Town, State and Federal codes.
- Review applications for and issues building, electrical, plumbing, heating/air conditions, demolition occupancy and related Town permits.
- Conduct on-site inspections of all building and structures during and after construction to assure compliance with all Town, State and Federal codes.
- Receive, investigate and act to resolve code compliance complaints from property owners, contractors and the general public
- Notify permit holders, contractors, and property owners of code violations and potential problem areas. Take necessary steps to obtain code compliance.
- Represent the Town at hearings and or proceedings on building inspection issues.
- Respond to building inspection inquiries from contractors, property owners and other entities on behalf of the Town,
- Respond to inquiries in a timely manner.
- Establish and maintain a positive Town image
- Maintain an effective working relationship with the public.
- Evaluate procedures and building permit fee schedule rates and code changes as necessary.
- Keep inspection reports up to date on all permits filed.

**Training/Experience Required:**

- High School diploma or equivalent with current state of WI certifications in all aspects of residential building inspection required. Certification in commercial inspections preferred.
- Computer proficiency required.
- Ability to communicate effectively with the general public and town personnel, with an emphasis on negotiations with various individuals to resolve disputes and arrive at conclusions and or solutions.
- Ability to apply basic mathematics but not limited to the calculations of square footage and permit fees.
- Ability to think logically, define problems, collect data, establish facts and draw valid conclusions.
- Ability to work as a member of a team, to exchange idea, information and opinions to formulate policies and programs.

**Physical Requirements:**

- Ability to walk or stand to a significant degree primarily on construction sites, various land developments which require the capabilities of moving about.
- Ability to push, pull, lift, and carry objects weighing up to 50 pounds.
- Ability to tolerate exposure to heat and cold extremes, precipitation and occasionally moderate noise levels, vibrations, toxic conditions, odors, dust and poor ventilation.

**Hours of Work:**

The building inspector will provide on call building inspection services between the hours of 8:00 a.m. to 4:00 p.m. M-F.

The inspector must be available to coordinate with Town staff when requested and must maintain files at the Town Office. The inspector must also be willing to make appointments and meet with residents at the Town Office when necessary.

Compensation will consist of payment of 80% of permit fees to be paid monthly.

In cases when the building inspector is required to testify or represent the Town in a court or court-like environment, a rate of \$50 per hour will be paid.

Expenses related to the administration of the building code will be paid for by the Town.