



Living up to our name.

CITY OF SUPERIOR
invites applications for the position of:

Building Inspector - Residential

SALARY: \$26.18 - \$35.11 Hourly

OPENING DATE: 04/23/21

CLOSING DATE: 05/16/21 04:30 PM

JOB DEFINITION:

Come and join our Building Inspection team!

The City of Superior is currently accepting applications to fill one full-time Building Inspector position (at either the Residential or Commercial level).

A Building Inspector performs residential inspection activities. Work is performed under the supervision of the Chief Building Inspector. The Inspector is a multi-classification position with responsibilities and compensation commensurate with State of Wisconsin Certification level and experience.

Construction experience would be beneficial. Ideal candidates will have at least two years of experience in building inspection, and possess at least two State of Wisconsin Uniform Dwelling Code (UDC) certifications for construction, electrical, HVAC, or plumbing. The City will support obtaining certifications on work time, and will pay for the certifications.

Work Schedule: Monday-Friday; 8:00 am - 4:30 pm (37.5 hours/week) or as needed otherwise.

Wages: Depending on qualifications/certifications at the time of hire:

Building Inspector - UDC I: \$26.18 - \$32.73/hour (no certifications)

Building Inspector - UDC II: \$28.09 - \$35.11/hour (at least two UDC certifications)

+Annual certification allowance (\$500-\$1,000 each) for holding state certifications beyond what is required.

Pay plan is made up of 10 wage steps at each level. Employee moves to the next step in the pay plan on their anniversary date of hire with the City. Employees move up pay plan levels by obtaining certifications required for each level.

Benefits: Health/Dental Insurance, Retirement, Life Insurance, Paid Time Off, Paid Holidays

Wisconsin certification exams are given several times each year throughout the state. Here are links to find out more about the possible certification exams:

<https://dsps.wi.gov/Pages/Professions/UDC/ConstructionInspector/Default.aspx>

<https://dsps.wi.gov/Pages/Professions/UDC/HVACInspector/Default.aspx>

<https://dsps.wi.gov/Pages/Professions/UDC/ElectricalInspector/Default.aspx>

<https://dsps.wi.gov/Pages/Professions/UDC/PlumbingInspector/Default.aspx>

JOB DEFINITION:

Building Inspector-UDC I: Under close supervision of the Chief Building Inspector, this employee performs semi-skilled plan review and assists with inspection work to enforce compliance with national, state, and local building, electrical, HVAC, or plumbing codes relating to one- and two-

family dwellings; enforces zoning ordinances and related codes and ordinances; does related work as assigned. This is an entry level position hired with the expectation to obtain at least two Wisconsin UDC certifications within the first year after hire. Individuals demonstrating ability for higher level work may be given higher level assignments for advancement to the Building Inspector-UDC II classification based upon satisfactory performance.

Building Inspector-UDC II: Under general supervision of the Chief Building Inspector, this employee performs skilled plan review and inspection work relating to enforcement of national, state, and local building, electrical, HVAC, or plumbing codes for one- and two-family dwellings; enforces zoning ordinances and related codes and ordinances; does related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Building Inspector-UDC I:

Under close supervision, an employee in this class is responsible for assisting senior inspectors with ensuring that plans, specifications, and buildings in the process of construction, remodeling, or alteration, and existing building, electrical, HVAC, and plumbing installations meet national, state, and city code and ordinance requirements. This is a one-year entry-level position, where the individual would be required to obtain two designated State certifications (construction, HVAC, electrical or plumbing) within twelve months of appointment. The individual who has acquired a minimum of two State certifications must also have satisfactory work performance to be promoted to the Building Inspector-UDC Level II.

Building Inspector-UDC II:

An employee in this class is responsible for ensuring that plans, specifications, and construction components relating to one- or two-family dwellings are in compliance with applicable national, state, and local code and ordinance requirements. Plans reviewed and work inspected may include new construction as well as remodeling or alterations. Disciplines inspected include building, electrical, plumbing and HVAC in accordance with employee certifications. Required UDC certification(s) shall be specified at the time of employment. Additional certification(s) may be requested after hire based on department needs. An employee in this class is responsible for enforcing various codes, ordinances, and regulations. Such enforcement results from the employee's ability to exercise technical judgement and discretion based on proficiency and comprehension of the various codes, ordinances and regulations. The Building Inspector-UDC II works under the general supervision of the Chief Building Inspector and Assistant Chief Building Inspector. The individual who has acquired a Commercial State certification and has satisfactory work performance may be promoted to the Commercial Inspector Level depending on department needs.

TYPICAL TASKS:

In a Building Inspector-UDC I capacity, and under close supervision:

1. Assist senior inspectors with inspection and enforcement of national, state, and city building, electrical, HVAC, plumbing, and zoning codes for one- and two-family dwellings.
2. Assist senior inspectors with review of applications and/or plans and specifications for building, electrical, HVAC or plumbing permits for compliance with codes and regulations.
3. Performs all the duties of the code compliance officer when assigned.
4. Performs administrative tasks relative to inspections.
5. Presents oral or written notices of violations of codes to contractors and owners.
6. Prepares and maintains records of plans, inspections, letters, and reports prepared or used in connection with Divisional activities.
7. Coordinates work with other departments and agencies.
8. Answers telephone questions, investigates complaints of code violations, including housing code violations, issuing warnings or citations as appropriate.
9. Does related work as assigned.

In a Building Inspector-UDC II capacity, All the responsibilities of a Building Inspector-UDC I position, in addition to the following:

10. Inspects and enforces national, state, and city building, electrical, HVAC, plumbing, and zoning codes for one- and two-family dwellings according to the certification of the individual

inspector.

11. Reviews one- and two-family dwelling permit applications and/or plans and specifications for building, electrical, HVAC, and plumbing for compliance with codes and regulations.
12. Issues detailed correction orders for housing code violations in accord with the certifications of the individual inspector in coordination with the Code Compliance Officers.
13. Issues "Raze Orders" or "Raze or Repair Orders" in coordination with the Code Compliance Officers.
14. Appears in court and testifies concerning violations of laws and regulations.
15. Participates in public forums regarding inspections and code enforcement.
16. Consults with and advises builders, contractors, owners and members of the public pertaining to city codes and ordinances.

EMPLOYMENT STANDARDS:

Building Inspector-UDC I

Knowledge:

Possess some knowledge of:

- Building, electrical, HVAC, and plumbing construction materials, methods and practices
- Building, electrical, HVAC, and plumbing codes
- Blueprints and plan specifications
- City code of ordinances related to assignment
- Computer operation and software including word processing and spreadsheets

Building Inspector-UDC II (in addition to the knowledges listed above)

Knowledge:

Possess a working knowledge of:

- Computer operation and software including word processing and spreadsheets
- City zoning ordinances, property maintenance and housing codes, and public nuisance codes

Possess a thorough knowledge of:

- Applicable building, electrical, HVAC, and plumbing construction materials, methods and practices in accordance with employee certification(s)
- Applicable federal, state, and local building, electrical, HVAC, and plumbing codes in accordance with employee certification(s)
- Field Inspection procedures and practices including inspection, documentation, and recordkeeping

Building Inspector-UDC I

Ability to:

- Read and interpret plans, specifications, and blueprints for one- and two-family dwellings. Detect deficiencies and violations in plans and construction, interpret technical drawings, and interpret codes and ordinances relevant to desired certification(s)
- Communicate effectively verbally and in written format
- Follow oral and written instructions
- Establish and maintain effective working relationships with supervisors, employees and members of the public
- Work under adverse weather conditions
- Perform the physical requirements of the position in conducting inspections
- Keep neat, accurate, and legible records
- Perform mathematical computations
- Obtain State of Wisconsin inspector certifications in a variety of disciplines to enhance inspection abilities
- Work with computer hardware and software including word processing and spreadsheets

Building Inspector-UDC II

Ability to (in addition to the abilities listed above):

- Read and interpret plans, specifications, and blueprints for one- and two-family dwellings. Detect deficiencies and violations in plans and construction, interpret technical drawings, and interpret codes and ordinances relevant to obtained certifications(s)
- Perform inspections in a thorough, efficient, and timely manner
- Explain technical information tactfully and courteously to contractors and general public
- Enforce and interpret regulations firmly and tactfully
- Establish and maintain effective working relationships with contractors, architects, property owners, employees, and the public
- Train other employees in work performed
- Draw plan sketches and locate facilities

REQUIREMENTS/SPECIAL REQUIREMENTS:

Building Inspector-UDC I:

Training and experience: Any combination of training and experience which would provide the required knowledge and ability to obtain the required certifications is qualifying. A typical way to obtain this knowledge and ability would be:

- One year experience performing building inspections at a similar level for a state or local jurisdiction
- Qualifying experience may be demonstrated by completion of an apprenticeship with work experience within the relative UDC discipline (construction, plumbing, electrical, HVAC)
- Extensive and varied work experience within the construction trades
- College level work in a technical or engineering field
- Technical school level work in relevant construction trades

Building Inspector-UDC II:

Certification from the State of Wisconsin in at least two of the following four certifications upon hire or promotion:

- Uniform Dwelling Code (UDC) construction including erosion control
- UDC Plumbing
- UDC Electrical
- UDC HVAC

One years' experience performing building inspections for a state or local jurisdiction is desirable.

License Requirement: Must possess and maintain state certifications as described above.

Oath of Office Requirement: Will be required to take an oath of office.

Driver License Requirement: Must possess and maintain a valid driver's license.

Residency Requirement: No residency requirement.

Background Investigation Requirement: Must pass a background investigation prior to hire.

Post Job Offer Medical Examination Requirement: Must pass a medical examination for the occupational group and drug screen prior to hire.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.superior.wi.us>

1316 N. 14th St., Ste 301
 Superior, WI 54880
 (715) 395-7210

humanresources@ci.superior.wi.us

Position #00164
 BUILDING INSPECTOR - RESIDENTIAL
 DB

Building Inspector - Residential Supplemental Questionnaire

- * 1. Please list all certifications you have, or have had, that may relate to the duties of a Building Inspector.

* Required Question