

***Job Description***  
***City of Mequon***

<b><u>Title:</u></b> Inspector	<b><u>FLSA:</u></b> Non-Exempt
<b><u>Date:</u></b> 2022	<b><u>Present Incumbent:</u></b>
<b><u>Department:</u></b> Community Development	<b><u>Division:</u></b> Inspections
<b><u>Work Location:</u></b> City Hall/various (city-wide)	
<b><u>General Schedule:</u></b> 8:00 a.m. – 4:30 p.m., M-F and public hearings, board meetings that occur at night	
<b><u>Pay Grade:</u></b> 5	
<b><u>Represented:</u></b> No	<b><u>Bargaining Unit:</u></b> N/A
<p><b><u>Position's Purpose:</u></b> Performs skilled inspection work in enforcing compliance with the City Building Code, State Building Code, State Electrical Code, City Plumbing Code, State Plumbing Code, Zoning Code and other related city ordinances. An employee in this class is responsible for inspection and enforcement of all construction related codes of the City of Mequon and the Wisconsin Department of Safety and Professional Services. Instructs and recommends to supervisors code enforcement requirements and procedures in difficult situations. Although some new or difficult situations are referred to a superior, an employee in this class must regularly exercise technical judgment, interpretation and discretion based on familiarity with the various regulations and ordinances which they are responsible for enforcing. Staff representative will attend Architectural Board and Zoning Board of Appeals, providing adequate information to enable these boards to make sound judgment in their rulings. The Inspector works under the supervision of the Building Inspections Supervisor and the directives of the Director and Assistant Director within the Department of Community Development.</p>	
<p><b>Description of the Job</b></p> <p><b>A. Essential Duties and Responsibilities:</b></p> <p><u>40%</u> Shall have authority and responsibility for interpreting the City and State Building Code, Heating, Ventilating and Air Conditioning Code; Electrical Code, City and State Plumbing Code, City Zoning Code and other related City ordinances. Reviews applications and plans for permits. compliance with regulations and issues permits. Performs administrative tasks relative to inspection work having knowledge of the operation of office equipment and computer file and record input and retrieval.</p> <p><u>30%</u> Conducts inspections in all new construction, remodeling, additions and alterations and complaints or violations in all buildings in the City or as contracted by the City. Inspects buildings change occupancy as to bring such buildings into code compliance with the code that existed when constructed or altered. Keeps records and makes reports of inspections. Issues Occupancy Permits when required.</p>	

10% Consults with builders, owners and members of the public pertaining to City and State codes and ordinances. Coordinates work with other departments. Serves in an advisory capacity to city maintenance personnel.

10% Investigates complaints of code violations and inspects existing buildings for hazards related to the life, safety and welfare of the occupant. Issue noncompliance reports, notices of code violations and citation for code violations. Does related duties as required.

10% Shall support Department of Community Development Director regarding department policy analysis for best management practices and code requirements, including recommendations made to various boards and commissions. Reviews and amends existing City Code and fee schedule when required. Coordinates with Department on process related improvements as needed by Department of Community Development Director.

## **B. Job Specifications**

**Required Knowledge:** Thorough knowledge of and ability to interpret, apply, and enforce state building and plumbing codes. Demonstrate knowledge of or ability to learn City Codes. Proven skill in application and enforcement of codes and ordinances. Thorough knowledge of the principles and practices of building, electrical, and plumbing codes and enforcement, ability to plan direct and coordinate the various phases of inspection services. Ability to establish and maintain harmonious relationship with other employees, city, state and federal officials and provide superior customer service.

### **Required Skills/Abilities:**

#### Technical:

- Demonstrated ability to apply the principles and practices of inspections as related to the preparation and development of plans and specifications for community development projects.
- Ability to utilize and manipulate various computer programs such Microsoft Word and Excel.
- Ability to read, interpret and apply federal, state and local rules and regulations as they apply; ability to read, understand and process routine and complex information provided in written form.
- Ability to make independent judgments and/or recommendations.
- Ability to effectively and efficiently manage multiple projects/assignments to successful and timely completion.

#### Communication/Interpersonal:

- Ability to establish and maintain effective working relationships with other City employees, the general public, elected officials, and representatives of other local, State, and Federal regulatory governing bodies.
- Ability to communicate both verbally and in writing, ideas, concepts, analysis and recommendations in a clear and concise manner.
- Ability to display initiative.
- Skills in diplomacy and interpersonal relations.
- Skills in presentation for formal, public meetings.

## **C. Qualifications Required:**

Experience in construction, heating, electrical and/or plumbing trades, completion of course work at an accredited college or university in the areas of building construction, engineering or related

field or any combination of experience and training which provides the required knowledge, skills and abilities.

Certified UDC-Construction Inspector, UDC-Heating, Ventilating and Air Conditioning Inspector, Certified UDC-Electrical Inspector, Certified UDC-Plumbing Inspector, Certified State Commercial Building Inspector.

Valid Wisconsin Motor Vehicle Operator's License.

DESIRABLE CERTIFICATIONS: Certified Commercial Electrical Inspector, Certified Commercial Plumbing Inspector

**D. Title of Immediate Supervisor:** Inspections Supervisor

**E. Working Conditions:**

While performing the duties of this position, the employee is frequently required to sit, walk, climb stairs, ascend and descend ladders, crouch, perform typing or data entry, and hear and understand conversation within an office environment.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

The incumbent is sometimes expected to hear conversation within a noisy atmosphere, frequently perform work at a computer terminal, and have contact with the public.

The incumbent will be required to work outdoors in all conditions for extended periods of time.

The indoor work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

**F. Supplemental Information:**

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Approvals:**

Human Resources Manager

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

Department Head or Designated Representative

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

Incumbent

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