

CITY OF FRANKLIN

Job Description

Job Title: Building Inspector

Department: Inspection Services

Reports To: Director of Inspection Services

Salary Level: Salary Range 7

FLSA Status: Non-Exempt

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Approved By:

Approved Date:

GENERAL PURPOSE

Enforce the building codes of the City of Franklin and the State of Wisconsin, to administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review plans and specifications for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, and sign permits.

Conduct on-site building inspections, including footing, foundation, rough carpentry, insulation, housing, soil erosion, and occupancy inspections.

Meet with contractors, owners and the general public to answer questions regarding building, housing, sign, and soil erosion codes.

Attend the Zoning, Building Board of Appeals, and Architectural Board meetings, at the direction of the Director of Inspection Services or Chief Building Inspector.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

Other duties as assigned by the Director of Inspection Services.

PERIPHERAL DUTIES

Perform duties of plumbing and/or electrical inspectors, provided employee is certified and qualified.

Answer and direct telephone calls in the absence of the department secretary.

Receive and answer questions relating to applications for permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent, two (2) years general construction or related experience, or any equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Necessary Knowledge, Skills, and Abilities

Thorough knowledge of building codes and construction standards and practices.

Working knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have considerable impacts on the organization.

CERTIFICATES, LICENSES & REGISTRATION

State of Wisconsin Department of Safety and Professional Services (DSPS) certifications in the categories of commercial buildings, Uniform Dwelling Code Categories of construction and HVAC required. Plumbing and Electrical certifications preferred.

Valid Driver's License.

Building Inspector

SUPERVISION RECEIVED

Works under general supervision of the Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

TOOLS AND EQUIPMENT USED

Personal computer including word processing software, copy machine, fax machine, calculator, automobile, hand tools, and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. Some work is performed in an office setting. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.