

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** Director of Inspection Services

**Department:** Inspection Services

**Reports To:** Director of Administration

**Appointing Authority:** Mayor

**Salary Level:** Salary Range 10

**FLSA Status:** Exempt

**Prepared By:** Mark Luberda, Director of Administration and Dana Zahn, Human Resources Coordinator

**Prepared Date:** March 2019

**Approved By:**

**Approved Date:**

**Summary:**

Supervise, administer, and perform the enforcement of the codes of the City of Franklin and the State of Wisconsin, and administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

**Essential Duties and Responsibilities:**

Review plans and specification 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, sign, and other departmental permits.

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

Assign work to the Inspection Services staff including but not limited to the building inspectors, plumbing, and electrical inspectors and supervise their work.

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

Review and meet with contractors, architects, and developers in the preliminary stages of design to insure the compliance with building codes.

Attend, as Ex Officio member, Board of Zoning and Building Appeals meetings.

Attend, as Ex Officio member, the Architectural Board meetings.

Coordinate inspections and provide reports to the license committee on all liquor sale operations, all tavern and other licensed facilities prior to the issuance of a municipal license, as required.

Coordinate inspections and report to the license committee on the installation of all amusement rides.

Receive, delegate or perform, and coordinate the investigation and resolution of complaints.

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

Act as a witness in court cases to obtain compliance with Municipal codes.

Coordinate inspections with the Fire Department, building inspectors, plumbing, and electrical inspectors.

Prepare and administer budgets for the Inspection Services Department, under the direction of the Director of Administration.

Review and recommend changes to the building, plumbing, electrical, and sign codes.

Prepare specifications and act as coordinator of municipal construction and remodeling projects.

Prepare specifications, bids, and purchase equipment for the Inspection Services Department.

Review and recommend revisions of codes used within the jurisdiction of the Inspection Services Department.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

**Peripheral Duties:**

Serve as representative of the city to the Building Inspector's Association of Southeastern Wisconsin and the WI Building Inspector's Association.

**Minimum Qualifications:**

**Education and Experience:**

Graduation from a college or university with a Bachelor's degree, five (5) years building inspection experience, or any equivalent combination of education and experience.

**Language Skills:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Necessary Knowledge, Skills, and Abilities:**

Thorough knowledge of building codes and construction standards and practices.

Thorough knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Working knowledge of structural engineering and the ability to review calculations and plans for compliance with code standards.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing, including the ability to present information to the Common Council and various other Boards and Commissions.

Ability to plan, delegate, and supervise personnel in a manner which will gain respect.

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

Ability to formulate, implement, and administer policies and procedures affecting the Inspection Services Department.

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

**Supervision Exercised:**

Exercises supervision over Inspection Services Department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Responsibility for Public Contact:**

Daily contact requiring courtesy, discretion, and sound judgment.

**Licensing and Certification:**

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; Plumbing and Electrical preferred.

Valid Driver's License.

**Tools and Equipment Used:**

Personal computer, copy machine, fax machine, calculator, hand tools, automobile, radio and telephone.

**Software:**

The person shall have the ability to use products in the Microsoft Office suite, Crystal Reports, Govern Software, GIS, and software provided by Government agencies, product listing, approval and evaluation services (OSHA, UL, FM, ICC Evaluation Services).

**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.

While performing the duties of this job, the employee frequently works in outside weather conditions and occasionally in an office environment. 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.