

EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids Commercial Inspector/Zoning Administrator

Responsibilities include reviewing plans and conducting inspections of commercial and residential structures, and enforcing building, electrical, HVAC, plumbing, and zoning codes. Requires a high school diploma or equivalent. A vocational or technical diploma in construction, electrical, or plumbing trades is preferred. Requires 3 years as a building, electrical, HVAC, or plumbing inspector, plus one year of zoning administration, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Requires State of Wisconsin certification as a Commercial Building Inspector, Commercial Electrical Inspector, and Commercial HVAC Inspector, as well as UDC Construction Inspector, UDC Electrical Inspector, UDC HVAC Inspector, and UDC Plumbing Inspector. Commercial Plumbing Inspector preferred. A valid Wisconsin driver's license is required.

The salary range for this position is \$48,048 – \$54,364, with an excellent fringe benefit package. Residence within the Wisconsin Rapids School District or within a 15-mile radius of City Hall, within 12 months of hire, is required.

Applications will be accepted until the position is filled. All materials should be mailed, emailed, or faxed as soon as possible.

For further details and application materials, contact:

City of Wisconsin Rapids
Office of the Mayor
444 West Grand Avenue, Room 306
Wisconsin Rapids, WI 54495-2780
(715) 421-8216

AN EQUAL OPPORTUNITY EMPLOYER

City of Wisconsin Rapids
Commercial Inspector/Zoning Administrator
Application Procedure
May 26, 2010

1. Complete and submit a standard application form.
2. Attach a copy of cover letter and resume.
3. Attach copies of certifications.
4. Applications will be accepted until the position is filled. All materials should be mailed or faxed as soon as possible to:

City of Wisconsin Rapids
Office of the Mayor / Human Resources Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
(715) 421-8214
Fax: (715) 421-8278
Equal Opportunity Employer

The City of Wisconsin Rapids Position Description

Name:		Department:	Code Enforcement	
Position Title:	Commercial Inspector/Zoning Administrator	Pay Grade:	10	FLSA: Non-Exempt
Date:	July 2009	Reports To:	Director of Planning & Economic Development	

Purpose of Position

The purpose of this position is to enforce building, electrical, HVAC, plumbing and zoning codes, and to conduct inspections pertaining to these codes to help ensure safety throughout the city. The work is performed under the direction of the Planning and Economic Development Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Inspects various commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations, including those relating to building, electrical, HVAC, plumbing and zoning; performs follow-up inspections to ensure compliance.

Receives inspection requests and complaints concerning code violations; identifies and documents violations; prepares and issues notices to comply; follows up on all corrective action by reviewing and reinspecting sites to assure corrections have been made. Issues citations to those who fail to correct violations.

Inspects existing building, structures, and premises for change of use, occupancy, proper use of construction materials, or compliance with applicable codes and ordinances.

Inspects location of new structures; check distances between buildings in relation to neighboring structures and property lines to ensure compliance with zoning code.

Enters inspection details and related information into data system; updates and retrieves information as required; prepares various reports, notices, memos, and letters as required.

Reviews building and site/plot plans to ensure compliance with building code and zoning requirements; coordinates and participates in the maintenance of plat and lot maps.

Issues permits; collects and records fees.

Enters permit information into data system.

Assists and advises design professionals, contractors, and the public in matters relating to code requirements.

Issues certificates of occupancy if requests comply with all codes and standards.

Studies technical literature and attends training to keep current on applicable codes and code changes as they occur.

Commercial Inspector / Zoning Administrator

Takes and passes appropriate courses and training to keep all licenses and certifications current.

Reviews and recommends changes to codes and regulations.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Attends meetings as needed to advise on building and zoning issues.

Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and a vocational or technical diploma in construction, electrical, and plumbing trades. Three years as building, electrical, HVAC, and plumbing inspector, and a minimum of one year of zoning administration or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires State of Wisconsin certification as a Commercial Building Inspector, Commercial Electrical Inspector, and Commercial HVAC Inspector, as well as UDC Electrical Inspector, UDC Plumbing Inspector, UDC Construction Inspector, and UDC HVAC Inspector. Commercial Plumbing Inspector preferred.

A valid Wisconsin driver's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as Municipal Code, State and National Codes, Zoning maps, financial statements, procedures and non-routine correspondence.

Ability to communicate orally and in writing with Director, contractors, engineers, architects, consultants, electricians, plumbers, property owners, staff, commissions and committees, Council, and the public.

Mathematical Ability

Requires the ability to perform addition and subtraction to determine setbacks; multiplication and division to determine permit costs; and calculate percentages, fractions and decimals to determine compliance with codes. May require the ability to perform mathematical operations involving basic algebra and geometry.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as performing inspections and driving a vehicle.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing; stooping, kneeling, crouching, crawling, and lifting; carrying, pushing, and pulling objects and materials of moderate weight, twelve to twenty pounds.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions that require exposure to environmental factors such as heat, cold, noise, dust, machinery, and electrical currents. This exposure may cause some discomfort and presents a risk of injury.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.