

CITY OF DODGEVILLE

BUILDING INSPECTOR AND ASSISTANT DIRECTOR OF PUBLIC WORKS

NATURE OF WORK

This position is responsible for the administration and enforcement of the building and zoning regulations of the City of Dodgeville and the State of Wisconsin and to ensure that buildings and structures located within the City are constructed and maintained in a safe manner. This position also assists in administration for planning, constructing and maintaining the city's public works facilities. The work of the Building Inspector and Assistant Public Works Director is performed under the general supervision of the Director of Public Works, to whom they report to and is directly responsible to, and the work is reviewed through conferences and the adequacy and effectiveness of the functions performed.

ILLUSTRATIVE EXAMPLES OF WORK

- Review, approve/deny and issue building, plumbing, electrical, and heating & cooling permits for new and existing residential and commercial buildings and inspect the same during construction.
- Review, approve/deny and issue permits for fencing, swimming pools, signs and all accessory buildings and uses. Administer/enforce all rules pertaining to the installation and maintenance of aforementioned uses.
- Perform occupancy inspections to ensure compliance with building and zoning regulations. Issue occupancy certificates and maintain appropriate records.
- Coordinate plan review with other City Staff, including but not limited to; the City Engineer, Water, Sewer and Street Departments, to ensure that new development, or redevelopment plans comply with applicable City Codes and long-range development plans.
- Serve as staff liaison to the Plan Commission, the Board of Appeals and the Historical Preservation Commission.
- Assist in preparation of the annual budget for the Public Works and Building Inspector's Office.
- Develop effective working relationships with property owners, business owners, contractors, vendors, public utilities and state agencies.

- Investigates complaints concerning zoning and building code concerns from property owners. Responds to these complaints either by correspondence or telephone as to the results of the investigation.
- Assist in planning and directing the maintenance and construction of sanitary and storm sewers, streets, sidewalks, curb and gutters, water, wastewater treatment, cemetery, recreation facilities, and swimming pool.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of City Ordinance's to assist with questions from the public
- Ability to maintain good records and file reports.
- Proficiency in Microsoft Office, GIS applications, Market Drive as well as other computer software programs and technological resources as available.
- Foster a working environment, by example and encouragement, which promotes teamwork, trust and respect among employees.
- Assist in providing information for economic development.
- Ability to maintain strict confidentiality.
- Assumes the duties of the Director of Public Works, when necessary.
- Perform other tasks which from time to time may be assigned by the Mayor, Common Council or Director of Public Works.

DESIREABLE EDUCATION AND EXPERIENCE

- Graduation from a standard high school or vocational school.
- At least five (5) years experience in engineering, building inspection, building contractor or superintendent of building construction, and/or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Written and oral skills to effectively present reports, opinion and regulations to the City officials.

REQUIRED LICENSING

- State of Wisconsin Uniform Dwelling Code Certification for One and Two Dwelling Code, Construction, Plumbing, Electrical, and HVAC.
- State of Wisconsin Commercial Building Code Certification, Construction, Plumbing, Electrical and HVAC.
- State of Wisconsin Certified Erosion Control Inspector
- Valid Wisconsin Driver's License

CLOSING STATEMENT

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: _____ Date: _____