

**City of St. Francis
Job Description**

Building Inspector I

Department: Inspection Department
Reports to: Building Inspector

Date of Hire:
Wages: \$23.43 to \$33.76 DOQ

OBJECTIVE:

Under general supervision of the Building Inspector, this full-time, credentialed position performs inspections of physical residential property within the City for compliance and enforcement of all municipal property codes and state building codes. May also report to the Zoning Administrator. This position also inspects certain zoning complaints and conducts compliance inspections related to property and land use.

RELATIONSHIPS:

Reports to the Building Inspector and/or Zoning Administrator. Has work contacts with elected and appointed City officials, co-workers, Police Department, property owners and the general public.

ESSENTIAL DUTIES:

1. The Building Inspector I shall enforce all ordinances or laws over which they have jurisdiction, which includes but is not limited to the erection, alteration, repair and removal of buildings in accordance with the provisions of Chapter 198, building construction of St. Francis Municipal Code, and any lawful orders issued by the Wisconsin Department of Safety and Professional Services (SP) or any other agency of the state upon UDC one- and two-family dwelling certification, and
2. The Building Inspector I may issue all building permits to erect, construct, or reconstruct any buildings or other structure within the City and shall initiate all proceedings on unsightly premises upon UDC one- and two-family dwelling certification, and
3. The Building Inspector I shall keep record and provide reporting of applications for building permits, and
4. Coordinates projects related to building maintenance, code enforcement and housing rehabilitation, and
5. Recommends appropriate amendments to the code of ordinances and policies to the Zoning Administrator, and
6. Traces and locates tenants, property owners and property managers through available resources including plat, county land information, assessments or other means of location, and
7. Communicates with City Assessor on inspection orders, building permits and code compliance, as needed, and
8. Generates correspondence and forms needed by use of a computer or other means of electronic data, and
9. Coordinates with federal, state and county agencies in maintaining grant funding of code compliance projects, and

10. Performs other duties including special project coordination of code and building inspection compliance.

QUALIFICATION REQUIREMENTS

- 1) Must obtain UDC Construction Inspector certification within 12 months
- 2) Valid Wisconsin Driver's License required with satisfactory driving record

EDUCATION AND EXPERIENCE

- 1) High School diploma or general education degree (GED).
- 2) Municipal Code Compliance experience preferred.

KNOWLEDGE AND SKILLS:

- 1) Ability to communicate effectively, professionally, and diplomatically in verbal and written form.
- 2) Ability to work effectively with a variety of people in difficult or problem situations.
- 3) Ability to establish and maintain efficient working relationships with co-workers, property owners and general public.
- 4) Ability to enforce City Ordinances/Codes and to obtain conformance with same.
- 5) Ability to create and maintain required records and reports. Ability to use personal computer for correspondence, required records and reports using Microsoft Office software.
- 6) Ability to be organized and make decisions using critical thinking skills.
- 7) Make decisions in accordance with rules, regulations and City policy.
- 8) Establish and maintain records and filing systems.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be provided to individuals with disabilities. Must be able to stand, sit, bend and walk to conduct site inspections. Must be able to operate a personal computer, communicate effectively via telephone, computer and in-person. Must be able to operate a motor vehicle.

EQUIPMENT USED:

General office equipment including but not limited to: personal computer, cellular and desk phone and copier.