

**BUILDING INSPECTOR / ZONING ADMINISTRATOR**  
**(City of Kewaunee, Wisconsin)**

**JOB TITLE:** Building Inspector/Zoning Administrator  
**DEPARTMENT:** Planning/Zoning/Building Inspection  
**DATE APPROVED:** April 16, 2019

**Position Summary:**

Administrative and inspection work related to the enforcement and interpretation of the State Building Code, the local zoning code, the comprehensive plan and other applicable regulations; all other work as required. Serves as the City's Zoning Administrator.

**Distinguishing Characteristics**

Works under the policy direction of the City Administrator and under the applicable provisions of the Wisconsin Administrative Code and City of Kewaunee Ordinances.

Performs varied and responsible duties requiring the exercise of considerable judgment in the application and interpretation of building codes, zoning codes and other applicable regulations.

**Essential Functions**

*(The essential functions or duties listed below 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.)*

- Manages the operations of the Building Department which include: building, electrical, plumbing/gas, zoning enforcement and public buildings.
- Conducts inspections of all buildings under construction or renovation. Examines and reviews plans for building construction or alteration to determine compliance with state codes, local zoning code, comprehensive plan and other applicable regulations. Reviews and approves or denies applications for building permits. Explains building code regulations and zoning code provisions.
- Provides technical assistance to the Plan Commission, Zoning Board of Appeals and City Council in carrying out its statutory obligations. Proposes amendments to City's Zoning Code for consideration.
- Assists the public, the Zoning Board of Appeals, and other officials, boards, committees and commissions in the interpretation of the Zoning Code, the State Building Code, the City's and other pertinent laws, rules and regulations.
- Reviews and analyzes applications, plans and associated documents for technical accuracy, completeness, and compliance with the law and regulations; ensures filing fees are calculated correctly; coordinates timely review of applications by other relevant boards and departments.

- Makes on-site inspections of new buildings and alterations to buildings under construction and upon completion for conformity with structural requirements, approved plans and zoning restrictions.
- Issues building permits, certificates of occupancy for new construction and raze orders; ensures ongoing construction is in compliance with all applicable laws, codes and regulations within the Building Inspector's jurisdiction; provides regular activity reports including permit applications, approved plans, permit fee records, inspection reports and variances to City Administrator and permit activity to City Assessor for real estate revaluation purposes.
- Investigates complaints from property owners of alleged zoning or code violation; issues all necessary notices and orders when violations are verified such as the issuance of "code enforcement" orders or "cease and desist" orders. Prepares documents for appeals of Building Department decisions/orders and defends actions before Zoning Board of Appeals and/or Plan Commission.
- Oversees administrative functions of the Building Department. Reviews all incoming and outgoing correspondence, maintains records, collects fees and prepares department annual budget. Verifies monthly balances; prepares weekly payroll and certifies time. Prepares specifications and advertisement for purchases through proper means.
- Maintains expertise, licenses and certifications.
- Responds to questions from property owners, banks, real estate firms, and the general public relating to the mode or manner of construction and materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.
- Performs safety inspections on public buildings.
- Works cooperatively with other City departments and personnel to assure effective and efficient town-wide operations.
- Participates in court appeals and enforcement actions, in consultation with the City Administrator and City Attorney; compiles information and evidence for presentation in court.
- Will be required to work outside of normal business hours to accommodate evening office hours, seasonal fluctuations in construction activities, and off-site appointments; may be requested to attend night meetings as needed.
- Performs other duties as may be assigned.

## **Recommended Minimum Qualifications:**

### **Education and Experience**

High school graduate supplemented by vocational training, Associate's degree in a field related to building construction and/or design; three years progressively responsible experience in building construction and/or design; or any equivalent combination of education and experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job, as required in

Possess and maintain certification including all of the following: UDC Construction, HVAC, Electrical and Plumbing per Chapters Comm 320 through 325 of Wisconsin Uniform Dwelling Code.

Possession of certification for Commercial Construction, Commercial Plumbing and Commercial Electrical as per Chapters Comm 360 through 366 of Wisconsin Commercial Code will be required within one year of employment.

Have a valid Wisconsin driver's license.

### **Knowledge, Ability and Skill**

**Knowledge:** Thorough knowledge of the materials and methods used in building construction and the state building code, applicable state statutes, rules, regulations, ordinances and local zoning code.

Thorough knowledge of: the quality and strength of building materials; the accepted requirements for building construction, fire prevention, light, ventilation, safe exits; and other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Working knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.

Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law.

**Ability:** Ability to understand architectural drawings and plans. Ability to understand engineering terminology and mathematical concepts. Ability to understand court procedures as related to building and zoning issues.

Ability to effectively and accurately interpret all federal, state, and local laws, rules, regulations and policies pertaining to matters under the Building Inspector's jurisdiction, including the City of Kewaunee Zoning Code, the Wisconsin Building Code, and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards.

Ability to interpret technical data, read engineering maps, blueprints, drawings and plans, critically analyze information.

Ability to handle multiple tasks, prioritize effectively, and meet deadlines.

Ability to work in high pressure situations, as necessary.

**Skill:** Skill to enforce and interpret regulations firmly, tactfully and impartially. Skill to deal appropriately with the general public and members of the building community. Skillfully communicate effectively in oral and written form.

Skill in establishing and maintaining cooperative relationships with, City officials, employees and staff, governmental representatives, project applicants, engineers and other members of the building community, and/or the public.

Skill to enforce and interpret laws, codes and regulations firmly, tactfully, and impartially.

Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently.

Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel).

Honesty, reliability, discretion, and good judgment essential.

### **Physical Requirements**

Majority of work is performed under typical office conditions with minimal physical effort expended. Moderate physical effort demanded in making inspections. May be required to walk and stand for approximately 1 to 2 hours per day. Must be able to access all levels at a construction site. Occasionally required to climb, stoop, kneel, crouch or crawl when conducting field work.

May be required to attend evening meetings with various commissions and committees.

Operates standard office equipment, computer, and telephone. Uses hand tools when conducting field work. Operates automobile.

Has access to department-related confidential information.

Errors in either technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endangerment to public safety, and have legal and/or financial implications and cause adverse public relations.

*This job description does not constitute an 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.*