

**CITY OF KEWAUNEE
BUILDING INSPECTOR/ZONING ADMINISTRATOR**

The City of Kewaunee, Wisconsin (population 2,952), is currently accepting applications for the full time position of Building Inspector/Zoning Administrator. This is a key management position reporting to the City Administrator, responsible for the administration and enforcement of the City's Zoning, Building & Property Maintenance codes; issuing building permits and providing technical assistance to the Plan Commission, Zoning Board of Appeals and City Council in carrying out its statutory obligations. The ideal candidate will possess State of Wisconsin building and electrical, commercial and residential UDC credentials; have previous experience interpreting municipal zoning code, and outstanding communication and customer service skills.

The Building Inspector/Zoning Administrator shall conduct inspections of all buildings under construction or renovation. Examine and review plans for building construction or alteration to determine compliance with state codes, local zoning code, comprehensive plan, property maintenance and other applicable regulations. The position reviews and approves or denies applications for building permits and explains building code regulations and zoning code provisions to the public.

A high school diploma and three years of successful previous Building Inspection and Zoning Administration experience work is required. The ideal candidate will possess an Associate's degree in building construction, engineering, design or a closely related field as well as several years of municipal employment experience.

A 6 month probationary period is mandatory. Wage will be determined based upon qualifications with a minimum starting wage of \$25.35 to \$31.80. A job application and job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI 54216, or on the City website: www.cityofkewaunee.org. A completed application, cover letter, resume along with five work-related references are to be mailed to: City Administrator, City of Kewaunee, 401 Fifth Street, Kewaunee, WI 54216 and are due by 4:30 p.m. October 14, 2018. Residency is not required, but is encouraged. **Incomplete applications will not be considered.**

The City of Kewaunee is an Equal Opportunity Employer.

Fred P. Schnook
City Administrator