

**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 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 Code Administration experience work is required. The ideal candidate will possess Unified Dwelling Code Licenses from the State of Wisconsin Department of Safety and Professional Services. The specific required residential licenses are in Plumbing, HVAC, Construction and Electricity. Commercial licenses in Building, Plumbing and Electrical are strongly encouraged, but not required. Previous successful experience interpreting and enforcing municipal zoning codes, along with a record of outstanding communication and customer service skills.

A 6 month probationary period is mandatory. Annual salary will be determined based upon the number of credentials the candidate possesses within a salary range of \$60,000 to \$72,000. 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](http://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. Position will be open until filled with first review of applications scheduled for 8:00 a.m. May 20, 2019. 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