

City of Altoona Position Description

Title: Building Inspector
Department: Building Inspection
Reports to: City Planner / Zoning Administrator
Date: February 2017

Position Summary

This position enforces the regulations that are designed to promote the health and well-being of the community as it relates to activities involving the construction and use of buildings within the City of Altoona.

Essential Accountabilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (A) Receives and reviews building applications and issues permits; carries out these responsibilities by reviewing compliance with City Zoning Ordinances and State building and administrative codes.

- (B) Carries out required and requested inspections of work for compliance with zoning, building, heating-ventilating-air conditioning, electrical (UDC), plumbing and erosion control codes and ordinances.
 - Reviews and inspects commercial building permits (regulated by the Wisconsin Commercial Building Code and Altoona Zoning Code) for which the supervising professional architect (or engineer) has applied for and received conditional plan approval from the WI Department of Safety and Professional Services. Inspections of such projects are performed by the City of Altoona as Agent for the State.
 - Reviews and inspects commercial building permits (regulated by the Wisconsin Commercial Building Code and Altoona Zoning Code) for alterations and additions of limited size for which State plan review is not required or for which the application is directed to the City of Altoona as an Agent for the State.
 - Review and inspect new construction of one and two family homes as regulated by the Wisconsin Uniform Dwelling Code and City Zoning Ordinances.
 - Reviews and inspects additions and certain alterations to one and two family homes to ensure compliance with Wisconsin Uniform Dwelling Code and City Zoning Ordinances.
 - Reviews and inspects accessory structures for properties of one and two family homes such as detached garages, sheds, pools and fences to ensure compliance with City Zoning Ordinances.
 - Review and inspects driveway access and other paving for vehicle parking on properties of one and two family homes, commercial uses for <10 vehicles, and others after the Plan Commission has approved the property for use in this regard ensures compliance with City Zoning Ordinances.

- (C) In cooperation with City Planner, enforces City of Altoona building and zoning ordinances:
 - Supports writing of official correspondence that provide notice and detailing specific requirements for correction; notifies the violator of the action that may be taken by the City for failure to comply.
 - Assists with enforcement of Housing Maintenance code and Nuisance Ordinance.
 - Completes remedial building or site inspection in response to code violations or nuisance complaint.

(D) Keeping and reporting of property records:

- Maintains records and reports; and provides annual reports of building activity.
- Coordinates city staff to generally ensure efficient, accessible and complete integration of building, permit, and inspection records.
- Provides City Assessor with construction progress reports as requested.
- Complete construction and permitting activity reports as required and requested by State of Wisconsin, city staff and elected officials.

(E) Additional customer service and internal operational excellence duties:

- Informs owner-applicants, contractor-applicants and others making inquiries (prior to required project inspections) regarding code requirements.
- In cooperation with the City Planner, assists applicants with proposals for commercial projects that require application to the Plan Commission, such as site plans and applications for conditional uses of properties.
- Makes recommendations for ordinance revisions and drafts changes as needed for consideration by City Council and Plan Commission.
- Makes presentations to City Council and Plan Commission regarding building codes, zoning codes and subdivision ordinances.
- Coordinates inspections, and shares inspection results with the Police Department and Fire Inspector as needed.
- Maintains updated knowledge base, associations and connections with other inspectors/plan reviewers/code consultants, and stays current with required continuing education credits for five certifications required by WI Department of Safety and Professional Services as well as fire prevention inspection certification.
- Reasonable and related duties as assigned.

Required Qualifications:

- Five years of a combination of education (technical or college) and experience in a trade, two of which must be in building inspection and/or code enforcement.
- A working knowledge of related building or technical trades, or any equivalent combination of experience, education and training that would provide the level of knowledge and ability required for this position.
- Ability to read and understand blueprints, plats, site plans, and maps.
- General knowledge of concepts of municipal zoning.
- Strong interpersonal and customer service skills are essential.
- Continuing possession of a valid Wisconsin Motor Vehicle Operator's License.

Licenses, Certificates and Other Requirements:

- Uniform Dwelling Code: construction, electrical, plumbing, and HVAC.
- Commercial building inspection certification.
- Fire inspector certification
- Appointment will be conditional upon successful completion of a criminal background check.

Desired Qualifications

- Experience in electronic permitting systems.
- Commercial electrical certification, or ability to acquire within 12 months of hire.

Decision Making

Policies and precedents for decisions are moderately clear and concise. Some interpretation of policies and/or precedents may be needed. Managerial direction is available when requested. The position may assist and collaborate with those involved in the decision-making process. In general, decisions may be job-centered or department wide. Types of judgments made include determining when to pursue enforcement that will have penalties attached; deciding to recommend a modification or creation of a local ordinance for consideration by the City Administrator and the City Council.

Thinking, Challenges, and Problem Solving

This position requires the ability to read, write, type, calculate, reason, compare, count, differentiate, classify, compute, tabulate and categorize data. Challenges and problems can be diverse, but are typically covered by precedent or established practice. In general, problems are resolved by choosing from several alternatives. The City Planner is consulted in situations that are not covered by established policy, procedures, or precedent, although the Building Inspector may make recommendations for resolution. Examples of problem solving are determining the appropriate application of codes and ordinances, when to recommend modification existing policy, resolving disputes between owners and contractors or sellers and buyers.

The Building Inspector works with property owners and contractors, the Department of Safety and Professional Services; City Administrator, City Planner, City Engineer, other City staff, members of the Northwest Wisconsin Building Inspectors Association, and citizens.

Interactions and Communication

This position receives a moderate degree of supervision. This position represents the City and must be able to maintain a positive public image sometimes in controversial situations. The position actively trains, provides direction to property owners, citizens and others involved in the building process toward achievement of outcomes and compliance with established Codes.

Working Conditions/Physical Requirements

Work is performed both inside (approximately 60%) and outside (approximately 40%). A personal computer, copy machine, printer, and typical office equipment is used in this position. The majority of time there is a limited potential for accidents and limited exposure to recognized health hazards. The individual must be able to gain access to sites in unfinished foundations or on roofs. Usually access is gained via a ladder. On-going travel within the City is required. Occasional night or early meetings are an expectation of the job.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

Approved:
Personnel Committee Meeting 2017-03-09