

## **BUILDING INSPECTOR/CODE ENFORCEMENT POSITION DESCRIPTION**

### **General Statements of Duties:**

The Building Inspector primary responsibility is the inspection of buildings and structures for compliance with the Uniform Dwelling Code and Evansville Zoning and Property Codes. The Building Inspector is also responsible for enforcement of municipal codes related to stormwater and property maintenance.

### **Distinguishing Features of the Position:**

The Building Inspector is a full-time position, non-represented and hourly rate. The position reports to the Community Development Director/Zoning Administrator to ensure seamless communication and effective enforcement. The Building Inspector shall also communicate and work with the Municipal Services Department on matters of public infrastructure inventory and enforcement of codes requiring Municipal Service labor.

### **Examples of work (illustrative only):**

#### **Inspection of Properties:**

- Conducts inspections of buildings, structures, waters and land to determine compliance with all provisions of the Codes.
- Investigates all complaints made relating to the location of structures and the use structures, lands, and waters.
- Investigates the condition of properties for code compliance.
- Inspects installation of sewer and water lines from the street to the property line.
- Promptly responds to telephone calls and requests for permits.

#### **Permits:**

- Interprets and administers the Evansville Building Code (chapter 18), Zoning Code (chapter 130), Erosion Control (chapter 48), and other portions of the Evansville Municipal Code.
- Oversees issuing of building permits for construction of one- and two-family dwellings.
- Oversees issuing of general building permits for alterations, replacement and/or repair.
- Assists with, or oversees, the issuing of permits on state-approved plans for commercial and/or industrial projects and performs some inspections.
- Determines that all building permits and certificates of occupancy comply with all provisions of the Codes.
- Disseminates information on building codes.
- Files reports as required and reconciles building permit receipts.

#### **Enforcement:**

- Acts as primary contact on building or other code violations.
- Informs the Community Development Director/Zoning Administrator on the status of violations.

- Maintains complete and detailed documentation of all code violations.
- Prohibits the use or erection of any structure, land or water until it has been inspected and approved for such use or erection.
- Investigates and enforces all property maintenance, stormwater maintenance, sidewalk and other codes as assigned.
- Resolves building, zoning, and erosion control code violations, including denying permits and issuing stop-work orders.

**Miscellaneous:**

- Must exercise excellent customer service skills.
- Attend occasional Committee, Council and Committee of the Whole meetings.
- Provide typed reports monthly showing the number of permits issued, types of permits and other pertinent information.
- During down time the building inspector will assist with inventory of utilities, sidewalk condition & street assets in GPS device.
- Assists the Community Development Director/Zoning Administrator with regulatory and process recommendations for a more effective and efficient operation.
- All other duties as needed and assigned.

**Job standards (acceptable experience, training and education):**

- Credentials in all parts of Uniform Dwelling Code: construction, electric, plumbing, and heating, ventilation, and air conditioning (HVAC), as may be updated from time to time
- Ability to read and understand blueprints, plats, site plans, and maps.
- Ability to develop and maintain effective, professional relationships with contractors and the public.
- Ability to work independently with little direct supervision.
- Ability to operate a motor vehicle and continuing possession of a valid Wisconsin Motor Vehicle Operator's License.
- Graduation from high school or general education development (GED) equivalent.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

**Physical Demands:**

Able to perform activities such as carrying, walking, balancing, sitting, stooping, and reaching. Ability to use ladders or stairs and view objects at close or long range.

**Work Environment:**

Work environment is in and around buildings under construction. Work environment may be noisy, ground may be muddy or icy, and may have to work in the elements. Occasionally work in cramped spaces requiring inspection.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above 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.

The position description for the Building Inspector does not constitute an employment 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

*Approved by Finance & Labor Relations Committee 12/05/2013*  
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