



Building Inspector & Zoning Administrator

| | |
|---|---|
| Department: Building Inspection | FLSA Status: Exempt |
| Division: Building & Zoning | Job Status: Non-Bargaining Unit |
| Reports to: City Administrator/Utilities Manager | Location: City Hall |
| Prepared by: Human Resources | Approved by: Plymouth Common Council |
| Date: April 26, 2024 | Date: April 30, 2024 |

GENERAL DESCRIPTION

The position of Building Inspector/ Zoning Administrator performs inspection services associated with the enforcement of, and compliance with, City and State commercial and residential Building Codes, and zoning codes. The Inspector's activities ensure the application of the aesthetic standards of the community in the construction of buildings and surrounding landscapes, and preserve the health, welfare and safety of the general public. The work is performed under the direction of the City Administrator/Utility Manager.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Reviews building plans and site plans for conformance to state and local building codes and local zoning code.
- Develops and reviews building permit applications and issues building permits in accordance with adopted codes.
- Performs building, electrical, plumbing, HVAC and erosion control inspections. Coordinate with contracted commercial inspection agency to execute commercial building, electrical, plumbing and HVAC permits and inspections, if applicable.
- Schedules and conducts on-site inspections to ensure compliance with codes for zoning, construction, plumbing, HVAC, electrical and erosion control.
- Answers questions and provides guidance to developers, contractors, and residents regarding the process for building permits, site plan approval, and other development/construction requirements arising out of state code and local ordinances.
- Notes violations and informs building owner, contractor and other concerned parties regarding violations and possible solutions. Issues citations. Conducts follow-up inspections. Maintains an electronic record of all inspections, violations, and correspondence.
- Responsible for the enforcement of all building codes and zoning regulations pursuant to the provisions of WI Stat § 62.17, and Titles 13, 14 and 15 of Code of Ordinances.
- Reviews permit fees annually and makes recommendations for changes to be included in the annual Schedule of Fees.
- Reviews Plan Commission applications for site plans, plats and certified survey maps.
- Serves as Plan Commission Secretary by preparing agendas and materials. Records minutes for the Plan Commission meetings.
- Attends and participates in Plan Commission, Board of Zoning Appeals, Common Council (when necessary) and other meetings as required.
- Assists in the development and amendment of local Municipal Codes.

- Develops, recommends, administers, and monitors the annual budget for Building Inspection/Zoning Administration and orders supplies.
- Actively participates in city staff meetings.
- Code enforcement inspector who is responsible for nuisance property and other property condition inspections and citations. Serves as Weed Commissioner for the City of Plymouth.
- Assists as necessary with review and processing of commercial, industrial and multi-family site plans and sign permits.
- Disseminates notices of public hearings, conditional use permits, variances, and land splits.
- Ensures development and implementation of the City's Comprehensive Plan and all other masterplans.
- Recommends updates and maintenance of Comprehensive Plan, Zoning Code and other land development regulations.
- Conducts technical research, analyzes data, evaluates findings, identifies significant issues, determines options, and develops staff recommendations.
- Administers the issuance of all zoning use permits; creates and maintains related records.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, police/sheriff's department and other appropriate agencies.
- Appears and testifies in the municipal or circuit court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.
- Administer and enforce Flood Plain Zoning Codes.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the materials and methods used in building construction and the state building code, applicable state statues, rules, regulations, ordinances and local zoning code.
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law.
- Knowledge of zoning regulations.
- Knowledge of structural design, structural calculations, construction and heating practices, principles, and materials.
- Knowledge of electronic permitting process.
- 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 cities 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.
- Considerable ability to enforce regulations with firmness and tact.
- Ability to utilize a computer and the required software.
- Ability to manage projects from plan review to final certificate of occupancy.
- Ability to communicate in a clear and understandable manner.
- Ability to establish and maintain effective working relationships with staff, contractors, and the public.
- Ability to work in a team setting.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Honesty, reliability, discretion, and good judgment essential.

EDUCATION AND TRAINING

- Completion of a high school diploma or GED equivalent.
- Vocational/technical training in building constructions and building systems desired.

- Two years of inspection experience with extensive public contact; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Possess and maintain the following certifications within an agreed timeframe:
 - UDC Construction Inspector
 - UDC HVAC Inspector
 - UDC Electrical Inspector
 - UDC Plumbing Inspector
 - Commercial Building Inspector certifications preferred, but not required
- Preferred one or more of the licenses above at the time of hire
- Must possess a valid Wisconsin driver's license.
- Requires some evening, weekend, and holiday work.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. On-site inspections require walking, squatting, and climbing ladders and/or stairs. May be exposed to inclement terrain and weather conditions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.