

CITY OF MENASHA
Position Description

Position Description: Building Inspector/Housing Specialist
Department: Community Development
Status: Non-Exempt
Position Reports To: Community Development Director
Date of Description: March, 2016

SUMMARY

This is a dual position requiring building inspection certification(s) as well as skills essential to the operation of the city's housing program. It is expected that this position will require extensive interaction with contractors, homeowners and housing program applicants.

ESSENTIAL FUNCTIONS

- Receive and process building permit applications.
- Review plans for conformance with code requirements.
- Review plans for driveways, accessory buildings, and new dwellings for conformance with zoning requirements.
- Conduct inspections for code compliance.
- Receive building and housing code complaints and process or refer to other departments/staff as needed.
- Prepare documentation and issue Notice of Violation for building and housing code violations.
- Recruit housing program participants including clients and contractors.
- Assist applicants with the preparation of housing program application materials.
- Qualify applicants and process loan applications and contracts.
- Prepare scope of work and bid specifications for housing rehabilitation projects.
- Solicit project bids and prepare project quotes for review by the Housing Authority.
- Maintain permit and project files.
- Prepare reports.

POSITION REQUIREMENTS/QUALIFICATIONS

- High School diploma, or equivalent, a minimum of three years' experience working in the construction trades or related fields, and two years of building inspection experience, or an equivalent combination, is required. Additional training in building design/construction and/or inspection experience is desired.
- Ability to read and comprehend plans and review such plans for conformance with code requirements.
- Knowledge of the methods, materials and techniques involved in building construction, repair and alteration.
- Knowledge of methods and practices involved in installing, repairing and maintaining electrical and allied installations, equipment and appliances.
- Knowledge of methods and practices involved in installing, repairing and maintaining plumbing and allied installations.

- Knowledge of national, state and local codes and regulations relating to building construction, electrical and allied installations and plumbing and allied installations.
- Ability to detect defects in building construction, electrical and plumbing installations and to identify corrective measures to accomplish code compliance
- Ability to read and comprehend housing program regulations and guidelines and communicate same to housing program participants, contractors and the general public.
- Ability to assist prospective housing participants with applications.
- Ability to process housing program applications and maintain records in accordance with program guidelines.
- Ability to write housing rehabilitation project specifications and obtain and tabulate bids from qualified contractors.
- Ability to communicate effectively with contractors and the general public.
- Functional capacity to utilize word processing, spreadsheets, internet and other common software applications.
- Ability to carry out assigned tasks with minimal supervision.
- Valid Wisconsin Driver's License.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certification by State of Wisconsin in Uniform Dwelling Code for inspection of: Construction, Electrical, Plumbing, Heating, and Ventilation and Air Conditioning.
- Commercial Credentials a plus.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform 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 regularly required to sit, stand, walk and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to work indoors and outdoors in variable temperature and weather conditions.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American 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 employer.