



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

BUILDING INSPECTOR PART-TIME

The Building Inspector will review building plans, research applicable building codes and standards, complete inspections to ensure code compliance with State Codes and City Ordinances, and work with contractors, stakeholders, and the City Staff to coordinate project completion.

This position works under the general supervision of the Community Development Director.

Candidates must be at least 18 years of age, have considerable knowledge in construction, state and local building codes, zoning and business license regulations, knowledge of structural design, structural calculations, construction and heading practices, principles and materials. Knowledge of condemnation requirements and procedures, and knowledge of electronic permitting process and electronic plan review. Must hold a Wisconsin Certification for Uniform Dwelling Code : Construction and HVAC and have the ability to obtain Uniform Dwelling Code (UDC) Electrical and Plumbing certifications within two (2) years of hire. Holds a valid Wisconsin motor vehicle operator's license.

Starting wage will be \$35.00 to \$50.00 hourly, dependent on qualifications.

Interested candidates should submit a detailed letter of interest, resume, and completed employment application via email to abaryenbruch@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



POSITION TITLE: Building Inspector

REPORTS TO: Community Development Director / City Planner

EMPLOYMENT CLASSIFICATION: Part-Time

LATEST REVISION DATE: August 28, 2023

DEPARTMENT: Inspection / Community Development

GENERAL PURPOSE

This position will review building plans, research applicable building codes and standards, complete inspections to ensure code compliance with State Codes and City Ordinances, and work with contractors, stakeholders, and the City staff to coordinate project completion.

PAY SCALE / HIRING RANGE:

\$35 - \$50 per hour

Approximately 20 hours per week in the field or in the City of Two Rivers' Office

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs on-site inspections of building systems, including building, electrical, HVAC, and plumbing systems for compliance with codes and regulations. The city has a certified electric inspector, but electric inspections can be coordinated for additional coverage. While on-site will also perform and document required Erosion Control Inspections.
- Examine and review plans for building construction or alterations to determine compliance with state codes and local ordinances.
- Reviews and issues applicable applied for permit for building permits and explains building code regulations to the public.
- Receives and responds to complaints regarding building, plumbing, electrical and HVAC systems, inspections, and codes for ordinance violations. Maintains active building inspection files.
- Provides excellent customer service and communication skills in explaining code issues to contractors, architects, engineers, and homeowners.





- Maintains knowledge of current local, state and federal building codes and standards
- Ability to use a variety of data and information such as building systems permits, building plans and blueprints, inspection reports, building systems codes, ordinances, maps, directories, assessor files, procedures, guidelines, and non-routine correspondence.
- Ability to communicate effectively with Department personnel, zoning administrator, Community Development personnel, engineers, utility, City Clerk personnel, and the City Manager.

EXAMPLES OF DUTIES

1. Reviews building plans based on state and local codes to insure safe and sanitary residential and non-residential development. Issues permits for new construction, additions, remodeling, demolition, etc. Calculates permit fees.
2. Reviews and approves commercial site plans and building/HVAC plans.
3. Inspects all phases and components of construction of new and existing residential and commercial structures for compliance with City, State and Federal codes.
4. Observes causes and extent of damage to buildings and structures. Inspects fire ruins. Issues warning and orders, follows-up on all orders to comply, including court appearances. Inspects and issues condemnation orders on dilapidated structures.
5. Explains and interprets various building code provisions to contractors, other City departments and the general public. Ensures that proper licenses have been secured and are correctly displayed. Prepares reports, keeps records, and attends meetings.
6. Provides customer service at the permit counter for customer service, explaining policies and procedures and responding to questions.





QUALIFICATIONS

- Holds a Wisconsin certification for Uniform Dwelling Code: Construction and HVAC.
- The ability to obtain Uniform Dwelling Code (UDC) Electrical and Plumbing certifications within two (2) years of hire.
- A valid Wisconsin motor vehicle operator's license.
- A combination of equivalent experience and/or education may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- (Considerable) Knowledge of construction and remodeling methods and materials.
- (Considerable) Knowledge of pertinent state and local codes, especially those pertaining to decent, safe and sanitary buildings.
- Good knowledge of zoning and business license regulations.
- Working knowledge of structural design, structural calculations, construction and heating practices, principles, and materials.
- Knowledge of condemnation requirements and procedures.
- Knowledge of electronic permitting process and electronic plan review.
- Skill and ability to inspect a wide variety of buildings and structures for compliance with applicable codes, to locate and correct defects in buildings and structures. Skill and ability to read and interpret technical





sketches and blueprints and applicable laws and codes.

- 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 and the public.
- Ability to work in a team setting and independent basis.
- Ability to work the required hours of the position.

PHYSICAL REQUIREMENTS

Ability to perform the following activities:

- Lifting up to 50 pounds.
- Carrying up to 50 pounds.
- Frequent standing, walking, sitting, bending, crawling, and stopping.
- Ability to focus for long periods of time on projects.
- Ability to reach, climb.
- Ability to work in varied environmental conditions.

The above is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements.





**TWO
RIVERS**
WISCONSIN

**APPLICATION FOR EMPLOYMENT
CITY OF TWO RIVERS**

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION

High School				Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____