



SUPERIOR

W I S C O N S I N

Living up to our name.

January 5, 2012

Human Resources Department
Cammi Koneczny, Human Resources Administrator
Debbie Bergstrom, Human Resources Administrative Assistant

Phone: (715) 395-7210
Fax: (715) 395-7590
TTY: (715) 395-7521
E-mail: humanresources@ci.superior.wi.us

1316 North 14th Street, #301
Superior, WI 54880
Website: www.ci.superior.wi.us

NOTICE OF FULL-TIME UNION VACANCY
BUILDING INSPECTION

Deadline: Monday, February 6th, 2012 before 4:30 p.m.

JOB TITLE: CERTIFIED INSPECTOR

WAGE: \$21.20*-\$26.50 – WI Certified Residential Inspector
\$21.63*-\$27.04 – WI Certified Commercial Inspector
\$22.18*-\$27.73 – WI Certified Commercial Electrical Inspector
*Wage to start, level dependent on qualifications

BENEFITS: Health/Dental Insurance: To be effective the first of the month following 30 days of employment. 2012 Employee cost: Single-\$90.08/month; Employee + Spouse or Child-\$188.12/month; Family-\$288.78/month.
Wisconsin Retirement Fund (WRF) 2012: 11.8% of gross wages; Employee contribution is 5.8%, the City will contribute 6%. Wisconsin statutes prohibit opting out of the WRF benefit.
Life Insurance: To be effective after six months of WRF coverage. Basic coverage paid by City (1x annual salary), ability to purchase four additional units plus spouse/dependent coverage.
Vacation/Sick Leave: Will accumulate from first day of employment to become available after completion of six months employment (sick leave) or January 1st of the following calendar year (vacation).
Holidays: Ten holidays off with pay each calendar year plus three floating holidays. Floating holidays will be prorated for use in 2012.

HOURS: 8:00 a.m.-4:30 p.m., 37.5 hrs/week; Monday-Friday; and/or other hours as needed

JOB DEFINITION: Performs skilled inspection work in enforcing compliance with national, state and the city's building, zoning, electrical, HVAC, plumbing codes and code of ordinances. Responsible for insuring that plans, specifications and buildings in the process of construction and existing electrical, plumbing, building installations meet city codes and ordinance requirements. Must regularly exercise technical judgment and discretion based on familiarity with the various ordinances and regulations which he/she is responsible for enforcing. Works under the general supervision of the Chief Building Inspector and Assistant Building Inspector; does related work as required.

EMPLOYMENT
STANDARDS:

Knowledges: Working knowledge of: Building, electrical or plumbing construction materials, methods and practices; Building, electrical or plumbing codes; Reading blue prints; and City code of ordinances. Ability to: Inspect structures in a thorough and efficient manner; Draw plan sketches and locate facilities; Obtain Wisconsin certification in a variety of topics as required to enhance inspection abilities; Communicate effectively orally and in writing; Establish and maintain effective working relationships with supervisors, employees and members of the public; Work under adverse weather conditions; and Perform the physical requirements of the position in conducting inspections.

REQUIRED:

Preference will be given to Wisconsin Certified Commercial Building Inspectors

Training and experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. Certification requirements are determined by the State of Wisconsin. A typical way to obtain these knowledges and abilities would be:

Residential Inspector:

Certification from the State of Wisconsin in at least three of the following four certifications upon hire (1) Uniform Dwelling Code (UDC) construction including erosion control, (2) UDC Plumbing, (3) UDC Electric, or (4) UDC HVAC. One year experience performing building inspections for a state or local jurisdiction.

Commercial Inspector:

At time of recruitment the job posting and advertisement will contain which commercial certification(s) is/are being sought. Candidate will be required to obtain the designated certification(s) within one year of employment.

- A. Commercial Building Inspector: Must possess a state of Wisconsin commercial building code inspector certification to be assigned to perform commercial building and commercial HVAC inspections.
- B. Commercial Plumbing Inspector: Must possess a state of Wisconsin commercial plumbing inspector certification or and be a Wisconsin licensed master plumber.
- C. Commercial Electrical Inspector:
Must possess a state of Wisconsin commercial electrical inspector certification.

SPECIAL

REQUIREMENTS:

License Requirement:

Must possess and maintain state certifications as described above.

Oath of Office Requirement: Will be required to take an oath of office.

Driver License Requirement: Must possess valid driver's license or be able to provide suitable transportation as approved by the department head.

Residency Requirement: No residency requirement.

Background Investigation Requirement: Must pass a background investigation prior to hire.

Post Job Offer Medical Examination Requirement: Must pass a medical examination for the occupational group and drug screen prior to hire.

ANY PERSON WHO DESIRES TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT A CITY OF SUPERIOR EMPLOYMENT APPLICATION, SPECIFYING QUALIFICATIONS, TO THE HUMAN RESOURCES DEPARTMENT ON OR BEFORE MONDAY, FEBRUARY 6TH, 2012 AT 4:30 P.M. A resume may be submitted as a supplement to the application, however the City application must be completely filled out to be considered for this position. EOE

City of Superior

CERTIFIED INSPECTOR

Class Code: 9684

Date Originated: 10/78

Reports To: Chief Building Inspector
Assistant Building Inspector

Date Revised: 12/16/96; 11/97;
1/98; 10/00; 5/03; 11/28/05; 2/18/08,
7/20/09; 8/17/09; 11/21/11

DEFINITION:

Performs skilled inspection work in enforcing compliance with national, state and the city's building, zoning, electrical, HVAC, plumbing codes and code of ordinances; does related work as required.

DISTINGUISHING CHARACTERISTICS:

An employee in this class is responsible for insuring that plans, specifications and buildings in the process of construction and existing electrical, plumbing, building installations meet city codes and ordinance requirements. Although new or difficult situations are referred to a superior, an employee in this class must regularly exercise technical judgment and discretion based on familiarity with the various ordinances and regulations which he is responsible for enforcing. The Certified Inspector works under the general supervision of the Chief Building Inspector and Assistant Building Inspector.

TYPICAL TASKS:

Residential Inspector:

1. Enforces City Building, Wisconsin Administrative and National electrical or plumbing codes according to the certification of the individual inspector for residential one- and two-family dwellings.
2. Reviews applications for building, HVAC electrical or plumbing related permits.
3. Inspects buildings in the process of construction or renovation for compliance with the city building, HVAC, erosion control, electrical or plumbing codes.
4. Performs administrative tasks relative to inspections.
5. Presents oral or written notices of violations of all codes.
6. Reviews plans for buildings for compliance with regulations and issues electrical permits.
7. Maintains records and makes reports of inspections both written and oral.
8. Coordinates work with other departments and agencies.

9. Consults with and advises builders, contractors, owners and members of the public pertaining to city codes and ordinances.
10. Conducts re-inspection of building, electrical, HVAC or plumbing installations to insure compliance with codes.
11. Answers telephone questions, investigates complaints of code violations, issuing warnings or citations as appropriate.
12. Participates in public forums regarding inspections and code enforcement.
13. Appears in court and testifies concerning violations of laws and regulations.
14. May oversee maintenance and repair to city streets and traffic lights.

Commercial Building Inspector:

15. In addition to the above residential inspections, performs all aspects of inspections of commercial building construction and commercial HVAC except for commercial plumbing and commercial electrical inspections enforcing the Wisconsin commercial codes as provided for by the individual's commercial certification(s).

Commercial Plumbing Inspector Assignment:

16. In addition to the above residential and commercial inspections, performs commercial plumbing inspections.

Commercial Electrical Inspector Assignment:

17. In addition to the above residential and commercial inspections, performs commercial electrical inspections.

All Assignments:

18. May oversee Code Compliance Officers in code enforcement activities.
19. Does related work as required.

EMPLOYMENT STANDARDS:

Knowledges:

Working knowledge of:

- Building, electrical or plumbing construction materials, methods and practices;
- Building, electrical or plumbing codes;

- Reading blue prints;
- City code of ordinances related to assignment.

Abilities:

Ability to:

- Inspect structures in a thorough and efficient manner;
- Draw plan sketches and locate facilities;
- Obtain Wisconsin certification in a variety of topics as required to enhance inspection abilities;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with supervisors, employees and members of the public;
- Work under adverse weather conditions;
- Perform the physical requirements of the position in conducting inspections.

REQUIREMENTS:

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Bargaining Unit: AFSCME Local #235/FLSA Non-Exempt
Occupational Grouping: Inspection

EEOC Job Category: 01
Worker's Comp Code: Ops

Approved by Human Resources Committee 12/16/96; 1/19/98; 10/16/00; 5/19/03; 11/28/05; 2/18/08; 7/20/09; 8/17/09;
11/21/11

Approved by Council 1/7/97

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