

**RESOLUTION NO. 2018-22**  
(2-15-18)

**RESOLUTION AUTHORIZING FILLING THE VACANT BUILDING INSPECTOR  
POSITION**

**WHEREAS**, Resolution 2016-33 requires Village Board authorization prior to filling any vacant position; and

**WHEREAS**, the 2018 Village of Caledonia Budget includes salary and benefits for the Building Inspector position; and

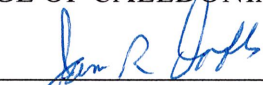
**WHEREAS**, the Building Inspector position has been since January 26, 2018, and

**WHEREAS**, the Personnel Committee of the Caledonia Village Board has reviewed the operations of the Building Department and has determined that it is in the best interests of the Village to fill the Building Inspector position.

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board that the Village Administrator and the Building Manager are authorized to recruit a Building Inspector and recommend to the Board a candidate for appointment.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 9<sup>th</sup> day of February, 2018.

VILLAGE OF CALEDONIA

By:   
James R. Dobbs, Village President

Attest:   
Karie Torkilsen, Village Clerk

# **VILLAGE OF CALEDONIA**

## **BUILDING INSPECTOR**

### **BASIC FUNCTION**

Provide for the inspection of building under construction, alteration or repair to determine and secure compliance with Local, State and Federal codes. The building inspector will conduct inspection in the following disciplines, UDC Construction, Electric, HVAC, Plumbing and Commercial Building.

### **ESSENTIAL JOB FUNCTIONS**

- Examines plans and specifications for building construction and alterations; determines whether such plans satisfy the provisions of the building code; approves or denies applications for building permits.
- Inspects buildings in the course of construction, alteration and repair; inspects for adequacy of foundation, structural safety, and the conformity of the entire structure with approved plans.
- Investigates complaints and responds to requests; prepares and files written reports regarding results of investigations or providing requested specific information.
- Enforces municipal laws requiring building and related mechanical permits for all new construction, additions, and alterations to existing buildings.
- Issues notices for code violations; prepares letters to the property owner, contractor, or agent informing them of the violation and method of correcting violation according to code, ordinances and precedents; appears in court as witness on such orders.
- Calculates building permit fees and serves as the main processor of all building permit applications and maintains records for this function.
- Provides information and advice for the building concerns to the Manager of Building and Development Department and Public Works Director. Provides technical assistance to the Manager of Building and Development Department, Public Works Director and the Village Board on building related subjects as needed.
- Ensures compliance with the Village of Caledonia Ordinances as related to the moving and razing of any buildings located in the Village of Caledonia.
- Complies with all federal, state and local laws and regulations.
- Regular, reliable performance of all job duties.

- Successfully interacts with employees at all levels.
- Performs all other duties as assigned or as maybe required from time to time.

### **SUPERVISION RECEIVED**

- Receives general direction and reports to the Manager of Building and Development Department.

### **QUALIFICATIONS:**

- Must possess and maintain State of Wisconsin certifications for the Uniform Dwelling Code for One and Two Family – Construction; Heating, Ventilation, and Air Conditioning (HVAC); Electrical; Plumbing and Commercial Building or must obtain certifications within 12 months of hire.
- A minimum of 3 years of experience as a building inspector; or any combination of training and experience which provide the required knowledge, skills and abilities to perform the building inspector duties. Or any equivalent combination or training and experience which provides the required knowledge, skill and ability.
- Knowledge of materials, methods and practices used in building construction, alterations and additions.
- Ability to recognize faulty construction or hazardous conditions created by the deterioration and methods of effecting corrective measures.
- Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans in the construction process.
- Knowledge of and ability to enforce applicable codes and regulations firmly, tactfully and impartially.
- Ability to establish and maintain effective working relationships with manager and supervisors, contractors, property owners, representatives from other agencies, staff and the public. Ability to work positively and productively with Village supervisors and staff.
- Excellent oral and written communication skills.
- Possess and maintain a valid driver's license without restrictions on ability to lawfully operate a vehicle at all times needed to perform duties.

- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

**PHYSICAL ABILITIES AND CHARACTERISTICS:**

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

**SELECTION GUIDELINES:**

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description 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.

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The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here 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.

Revised  
2/14/18