



**CITY OF OCONTO
JOB OPPORTUNITY
Building Inspector**

The City of Oconto (pop. 4,600) is looking for energetic individuals that have a passion for working with residents and upholding the standards of the City.

This is a full-time position with a flexible working schedule to accommodate the needs of the employee and the department. The typical work week of the City is Monday thru Friday 7:30 am to 4:00 pm.

The primary working responsibilities for the Building Inspector position include public education, investigation, inspection, and enforcement of state codes and municipal ordinances as they relate to the building and construction, the maintenance of private properties floodplain and shoreland ordinances, and other related fields. The Building Inspector can expect to work across an array of City departments – particularly Public Works, Administration, and Police and Fire.

Successful individual will be approachable, compassionate, team-oriented professional, with strong interpersonal skills.

The starting salary range for this position ranges from \$85,000 - \$115,000 based on experience and qualifications. The position will also receive sick, vacation, and holiday pay and is eligible for health benefits and contributions to the Wisconsin Retirement System.

If you are at least 18 years old, have a valid driver's license, have a great work ethic, and possess a passion for public service, we would like to add you to our team. For more information or the General Employment Application visit the employment webpage at <https://cityofoconto.com/employment/>.

You can apply by sending a completed application & resume to:

City of Oconto
Attn: Brittney Burrueel
1210 Main St
Oconto, WI 54153
Email: admin@cityofocontowi.gov

Deadline for submissions is Thursday, July 11, 2024, at 4:00 p.m.

EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Building Inspector

FLSA: Non-exempt

REPORTS TO: City Administrator / Building Inspection Ad-Hoc Committee

JOB PURPOSE: This position is responsible for overseeing building inspection and site development for the City of Oconto, City of Oconto Falls, and City of Peshtigo. This position assists departments with code enforcement activities and ordinance violations.

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Review building plans for compliance with state codes and local zoning ordinances.
- Issue building permits and maintain filing system.
- Perform all required inspections subordinate to said permits and record results with the permit.
- Investigate ordinance violation complaints.
- Interpret codes and ordinances for builders and residents.
- Prepare periodic reports on building activity.
- Review and approve plans for one- and two-family dwellings.
- Enforce the floodplain and shoreland zoning ordinances.
- Conduct tasks responsible to maintain the City of Oconto in good status.
- Responsible for updating building and zoning ordinances as applicable.
- Conducts site erosion inspection.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, police department and other appropriate agencies.
- Assists departments with code enforcement in the City of Oconto, including performing field inspections, documenting violations, and testifying in court as needed.
- Uses proactive measures to educate the public of regulations and issues, including speaking to interested community groups, utilizing social media and other online resources, and coordinating with departments to create print and electronic media.
- Attends meetings of municipal agencies as requested.
- Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

POSITION QUALIFICATIONS:

- High School diploma or equivalent.
- Wisconsin inspector certifications for UDC-Construction, UDC-HVAC, UDC-Plumbing, and UDC-Electrical required.
- Minimum of two years of experience in public code enforcement, building inspection, construction trades or equivalent.
- Must have valid driver's license and good driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A thorough knowledge of the concept of construction, building codes and mechanical codes.
- Ability to use a computer for data processing, spread sheets, letters, documents, etc.
- Ability to read, interpret, apply provisions of laws, ordinances, and rules.
- Ability to develop new or revise existing ordinances.
- Ability to establish and maintain excellent working relationships with the public and other City employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete electronic record keeping tasks.
- Ability to prepare and maintain accurate record on findings and write clear, concise reports.

INTERACTION: Frequent contact with co-workers, subordinates, City Council, and community members. Contacts frequently involve corrections or adjustments where tact is essential to resolve the problem.