



OAKCREEK
— WISCONSIN —

Position: Plumbing Inspector

Unit: Non-Union

Department: Engineering (Inspections Division)

FLSA Status: Non-Exempt

Summary Description

Perform technical inspection work enforcing, interpreting and reviewing various construction projects, building codes and ordinances, under general supervision of the Building Inspection Supervisor and Building Commissioner.

Supervision/Accountability

This position is directly accountable to the Inspection Supervisor and City Engineer; has no supervisory responsibility.

Major Duties/Essential Functions

Review construction and building/plumbing permit applications and plans, issues permits when appropriate, inspect construction sites for code compliance.

Review drawings, plans and specifications submitted by contractors, architects and homeowners. Review any applicable building/plumbing plans for new development as part of the Plan Commissions review and approval process.

Perform on-site inspections of new and existing buildings, structures, projects and properties; issue correction notices and citations as required.

Establish and maintain a positive working relationship with contractors, architects, homeowners, the public, government employees and others with information on building and plumbing codes, application procedures, and ordinance regulations.

Maintain records of building and inspection activity, including processing applications, assessing and collecting fees, and permit issuance; issue certificates and permits as appropriate; maintain record of customer services.

Assist in resolving complex and sensitive problems and complaints regarding building inspection issues.

Perform public contact work, answering inquiries, taking action as needed and/or referring individuals to appropriate personnel.

Minor Duties/Responsibilities

Cross train with other inspectors and perform other inspections as needed.

Attend preconstruction meetings to explain the inspection standards and procedures to architects, engineers, property owners, contractors and developers.

Attend meetings, professional seminars and conferences in order to improve work knowledge and skills when reviewed and approved by an administrative superior.

Perform other related tasks as assigned.

Knowledge

Extensive knowledge of tools, equipment, methods, materials and procedures generally used in the plumbing/building trades. Working knowledge of all types of construction methods, excavations, foundations, roofs, State codes, City codes and ordinances relating to inspection services.

Skill/Ability

Ability to: a) read and understand codes, ordinances, complicated plans and construction drawings; b) recognize ordinance and code violations and affect corrective action; c) work independently; d) plan, organize, manage and administer projects requiring coordination with others; e) work effectively with contractors, developers, other agencies and the public; f) establish and maintain effective interpersonal relationships with employees, other departments and the public; g) communicate effectively verbally and in writing; h) ensure compliance with and follow standard safety practices and procedures common to building inspection programs; i) review and analyze designs, plans or actual site structures to determine compliance with acceptable standards; j) use personal computer equipment to access, retrieve, or input information using building permit programs, Windows, word processing and spreadsheet software or other standardized software common to the work unit.

Education/Experience

Possession of an associate degree from an accredited college or university with major coursework in a related field and three (3) years experience in the construction industry or one (1) year as a municipal inspector.

License/Certifications


Required: Journeyman or Master Plumber (unrestricted) License; State certification as a Certified Plumbing Commercial and UDC Inspector (per WI Administrative Plumbing Code Chapters 81 - 87 and COMM 5); and valid Wisconsin Driver's License is required. Must possess or be able to obtain: a) within 90 days of hire, a UDC Building Inspector's Certificate; b) within 450 days of hire, UDC HVAC, and Commercial Building Inspector's Certificates. Failure to obtain in a timely manner or loss of any required license or certificate may be cause for disciplinary action up to and including dismissal.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A high degree of hand-eye coordination is necessary to operate testing equipment and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to: bend, stand; walk; use hands to finger,

handle, feel or operate objects, tools, or controls; and reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk and/or hear; occasionally lift and/or move up to 25 pounds and to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The 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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
City Engineer

Revision History:
April 1, 2020
March 3, 2006