



**OAKCREEK**  
— WISCONSIN —

**Position:** Building Commissioner

**Location:** Civic Center

**Department:** Inspection

**FLSA Status:**

### **Summary Description**

Performs administrative and technical work in code enforcement, building inspection and the enforcement of the zoning code for the City.

### **Supervision/Accountability**

This position is accountable directly to the City Administrator; and has supervisory duties over the following positions:

- Inspection Department employees.

### **Major Duties/Essential Functions**

Oversees the enforcement of building, electrical, mechanical, plumbing, health, nuisance and zoning codes for all commercial and residential construction and performs those inspections as well. Reviews plans as agent for Department of Commerce for code compliance.

Provides technical building code advice and makes recommendations to boards, commissions, Council, civic groups and the general public on various aspects of building code enforcement, planning and zoning; coordinates discussions with developers and contractors concerning applicable code requirements, including interpretations and recommendations as to technical matters. Communicates official programs, policies and procedures to staff.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods; reviews standard correspondence and informational mailings for accuracy and appropriateness. Confers with the City Administrator presenting or resolving difficult problems or questions, equipment replacement and discussing plans and actions to be taken.

Performs inspections of new and existing buildings, structures and properties to determine compliance with ordinances and codes. Issues correction notices and citations.

Reviews all preliminary development proposals for form and consistency with policies or recommendations of the planning commission, subdivision regulations, land use plan and other applicable local and state laws.

Reviews all site plans and maps, petitions for rezoning, special reviews and subdivision maps. Submits written reports on those matters requiring Plan Commission review.

Responsible for maintaining an appropriately trained and skilled work force consistent with the work load and planned needs of the City. Evaluates work performance of subordinates and prepares performance evaluations. Effectively recommends termination, suspension and other disciplinary matters for subordinates.

Develops and revises the department's operating policies and procedures in accordance with applicable laws and the department's rules and regulations.

Participates in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determination of new budget figures; reviews, monitors and controls all financial transactions; approves all purchase orders originating within the department.

Assures that assigned areas of responsibility are effectively and efficiently performed within budget.

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

Responsible for maintaining an awareness of all department inspection projects active in the field and for reporting any problems or deficiencies to supervisor.

Prepares annually three (3) realistic, achievable objectives which will improve the operation of the department.

### **Minor Duties/Responsibilities**

Gathers data, compiles and evaluates information and carries out special duties; studies and writes reports as needed and as directed by the City Administrator.

Assists in the development of City ordinances relating to planning, zoning and building codes. Provides information and testimony, if required, in prosecuting code violations.

Assists in plan review of commercial construction, UDC construction and plumbing plans when required to do so. Assists Electrical Inspector in plan review when required.

Oversees the street light maintenance program.

Represents the department at the Board of Appeals hearings.

Responsible for notification to appropriate staff member of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Attends meetings, professional seminars and conferences when approved by City Administrator.

Performs other related tasks as assigned.

### **Knowledge**

Knowledge of ordinances, building codes, zoning and subdivision laws, both state and local. A good working understanding of zoning and zoning regulations and planning practices and techniques. Working knowledge of building construction practices, codes, and City ordinances, tools and materials. Extensive knowledge of tools, equipment, methods, materials and procedures generally used in the building construction trades. Considerable skill in reading and interpreting construction drawings, plans and specifications; basic mathematical and writing skills; principles and practices of supervision including assigning, evaluating, and modification of work; knowledge of payroll/personnel practices including, overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures; duty and non-duty injury requirements. Thorough knowledge of occupational hazards and standard safety precautions. Knowledge of policies and procedures established for the department. Maintains a working familiarity with state and federal environmental laws and regulations while planning all aspects of the department's work.

### **Skill/Ability**

Ability to work independently. The ability to accept responsibility, to exercise sound judgment in evaluating critical situations and make decisions. Ability to effectively prioritize work. Ability to establish and maintain effective interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations. Ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; meeting the public tactfully, and courteously answering questions in person and over the telephone. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to ensure compliance with and follow standard safety practices and procedures common to building inspection programs. Ability to perform required mathematical computations. Ability to read and understand codes, ordinances and complicated plans and construction drawings. Ability to recognize ordinance and code violations and affect corrective action. Ability to act effectively in emergency and stressful situations. Skill in review and analysis of design, plans or actual site structures to determine compliance with acceptable standards. Skill in the use of hand and power tools, testing equipment and other related inspection equipment. Ability to use personal computer on a network to access, retrieve, or input information using the City's current building permit programs, word processing and spreadsheet software or other standardized software common to the work unit or as assigned.

### **Education/Experience**

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be college course work at the bachelor's level, preferably in pre-engineering or related field, and five (5) years experience in responsible/managerial level code enforcement, planning or related activity or an associate degree in building technology or related field and seven (7) years experience in responsible/managerial level code enforcement, planning or related activity.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in office and field settings. Outdoor field work is required in the inspection of various building construction sites. 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. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 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.

**License/Certifications**

Must possess a state certification in residential building construction (CONST); heating, ventilation and air conditioning construction (HVAC); and Commercial Building Inspector (COMBL) or be able to obtain certification within sixty (60) days of employment. In addition, certification as a plumbing inspector (Plumbing I UDC) is desired. Additional licenses/certification desired include P.O.W.T.S. certification, Food Service certification, and DNR Pump Installer Inspector. Possession of a valid Wisconsin motor vehicle operator’s license and willingness to use own transportation in the course of performing required duties; evidence of personal motor vehicle liability insurance. Failure to obtain in a timely manner or loss of any required certification, license, or registration may be cause for demotion or termination.

*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  
September 9, 2002