



**CITY OF KENOSHA**  
invites applications for the position of:

# **Inspector I/II Community Development and Inspections**

An Equal Opportunity Employer

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**SALARY:** \$47,964.00 - \$67,512.00 Annually

**OPENING DATE:** 04/16/18

**CLOSING DATE:** 05/06/18 04:30 PM

**GENERAL OVERVIEW OF POSITION:**

Under the general supervision of the Supervisor of Inspections, is responsible for compliance of buildings, structures and premises' plans with all building, electrical or plumbing codes, and for reviewing structural plans. The employee performs field inspections of permitted projects for approval and ensures that violations are corrected. Work requires the use of technical knowledge and discretion in reviewing plans. Work is reviewed through reports, conferences, and results obtained. Performs other work as requested or assigned.

**EXAMPLE OF DUTIES & RESPONSIBILITIES:**

- Reviews building, construction and site plans for compliance with building, electrical or plumbing code requirements and for practicability of plans.
- Reviews plans and permit applications for compliance with building, electrical or plumbing codes. Maintains computerized permit system. Prepares reports and maintains records of inspections performed.
- Reviews applications and plans, checks structural feature of plans, answers inquiries concerning building, electrical or plumbing code requirements; conducts field inspections.
- Recommends interpretations of and revisions to building regulations; estimates job values; determines required inspections; and updates computer data base.
- Acts as liaison with contractors, owners and City employees regarding local and state building, electrical or plumbing codes; determines compliance with outside agency requirements.
- Follows up on complaints and building code violations.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.

**REQUIREMENTS:**

**Training and Experience:**

**Inspector I level:**

- High School Diploma or GED; supplemented by one of the following:
  - Three (3) years construction experience or an equivalent combination of training and experience;
  - Five (5) years experience as a Journeyman Electrician or an equivalent combination of training and experience;
  - Five (5) years experience as a Journeyman Plumber or an equivalent combination of training and experience;
- Certification from the State of Wisconsin in a minimum of one of the following: UDC Construction Inspector, UDC Plumbing Inspector, UDC Electric Inspector, UDC HVAC Inspector OR International Code Council Certification in one of the following: Commercial Combination Inspector, Building Inspector, Combination Plan Examiner, or Mechanical Plan Examiner.
- Must obtain an additional UDC certification from the State of Wisconsin within six (6) months of employment as an Inspector I. (*Requirements to obtain UDC certifications may be extended at the discretion of the City.*)

**Inspector II level:**

- High School Diploma or GED
- Three (3) years construction experience or an equivalent combination of training and experience
- Certification from the State of Wisconsin as a UDC Construction Inspector and (2) of the following: UDC Plumbing Inspector, UDC Electric Inspector, UDC HVAC Inspector.
- Certification by the State of Wisconsin in Commercial Inspection is desired.

**Knowledge, Abilities and Skills:**

- Knowledge of current practices and methods employed in building, electrical, plumbing and related construction trades.
- Knowledge of City and State laws, regulations, codes and ordinances governing building standards, housing, certification and licensing of contractors.
- Ability to carry out field inspection of building sites.
- Ability to prepare reports and maintain records.
- Ability to consult with contractors, building owners, the general public and to effect and maintain satisfactory working relationships on inspection and regulation matters.
- Ability to issue violations and/or stop work orders when necessary and file reports on violations.
- Ability to read, understand, and interpret plans, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress.
- Ability to communicate effectively, both verbally and in writing, to prepare concise, accurate records and reports.
- Ability to establish and maintain an effective working relationship with the general public and fellow employees.
- Skill in enforcing conformity with firmness, tact and impartiality.
- Ability to handle reasonably necessary stress.

**Physical Requirements:**

- Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items.
- Tasks may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.
- Tasks may involve the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

**Environmental Requirements:**

- Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

**Additional Requirements:**

- Possession of a valid driver's license and a good driving record.
- May be required to provide a personal vehicle for use on the job.

**METHOD OF SELECTION:**

Applicant's education, training and experience will be analyzed. Written, oral and/or other exams may be given to determine if the applicant has the necessary knowledge, skills and abilities. Appointment to the position will be in accordance with City policy and the Civil Service Rules.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kenosha.org>

Job #201800000  
INSPECTOR I/II COMMUNITY DEVELOPMENT AND  
INSPECTIONS  
NM

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM  
Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street  
Room 205  
Kenosha, WI 53140  
Phone: (262) 653-4130  
Fax: (262) 653-4127

OUR OFFICE HOURS:

8:00 AM - 4:30 PM, Monday - Friday  
An Affirmative Action/Equal Employment Opportunity Employer M/F/D

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**Inspector I/II Community Development and Inspections Supplemental Questionnaire**

- \* 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application/resume. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.

- Yes and I understand and agree  
 No I disagree

- \* 2. Do you have a High School Diploma, GED or HSED?

- Yes  
 No

- \* 3. Do you possess a valid driver's license with a good driving record?

- Yes  
 No

- \* 4. Are you able to use your personal vehicle for use on the job or do you have access to a personal vehicle that can be used on the job?

- Yes  
 No

- \* 5. This position requires at least three years of construction experience. Do you have this experience?

- Yes  
 No

- \* 6. Do you have a State of Wisconsin Certification as a UDC Construction Inspector?

- Yes  
 No

- \* 7. Which of the following certifications do you hold?

- Wisconsin UDC Plumbing Inspector  
 Wisconsin UDC HVAC Inspector  
 Wisconsin UDC Electric Inspector  
 Wisconsin Commercial Building Inspector  
 ICC Commercial Combination Inspector  
 ICC Building Inspector  
 ICC Combination Plan Examiner  
 ICC Commercial Building Inspector and Commercial Mechanical Inspector  
 ICC Building Plan Examiner and Mechanical Plan Examiner  
 None of the above

8. Please list any other certifications you currently hold.

- \* Required Question