



## **Building Inspector/Zoning Administrator** **City of Ripon and City of Waupun** **Position Description**

### **Position Summary:**

The Building Inspector/Zoning Administrator will hold a shared position serving both the City of Ripon and the City of Waupun, Wisconsin. This role is pivotal in ensuring adherence to building codes, zoning regulations, and other applicable laws to foster secure and sustainable development across both municipalities. Upholding public safety, health, and community welfare is central to this position, while also promoting responsible growth and development. The work will be performed under the direction of the City Administrator's office.

### **Key Responsibilities:**

- **Building Inspections:** Conduct thorough inspections of new and existing residential, commercial, and industrial properties to ensure compliance with building codes, structural integrity, and safety standards.
- **Zoning Administration:** Interpret and enforce zoning regulations and ordinances to uphold community aesthetics and land use compatibility. Offer guidance on zoning matters to property owners, developers, and the public.
- **Permitting:** Process building permit applications, review plans, and maintain accurate records of inspections and permits issued.
- **Code Compliance:** Investigate and resolve complaints regarding building code violations, zoning issues, and property maintenance. Collaborate with property owners to achieve compliance and initiate enforcement actions when required.
- **Collaboration:** Work closely with other city departments (Planning, Public Works, Fire Department, Engineering) to ensure consistent enforcement of codes and regulations.
- **Professional Development:** Stay abreast of updates in building codes, zoning laws, and industry practices.
- **Reporting:** Prepare and present reports to city officials, boards, and committees on inspection findings, compliance activities, and recommendations for improvements.

### **Examples of Work:**

The following examples of work are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Reviews building plans and site plans for conformance to state and local building codes and local zoning code.
- Develops and reviews building permit applications and issues building permits in accordance with adopted codes.

- Performs building, electrical, plumbing, HVAC and erosion control inspections. Coordinate with contracted commercial inspection agency to execute commercial building, electrical, plumbing and HVAC permits and inspections, if applicable.
- Schedules and conducts on-site inspections to ensure compliance with codes for zoning, construction, plumbing, HVAC, electrical and erosion control.
- Answers questions and provides guidance to developers, contractors, and residents regarding the process for building permits, site plan approval, and other development/construction requirements arising out of state code and local ordinances.
- Notes violations, informs building owner, contractor, and other concerned parties, issues citations, conducts follow-up inspections, and maintains a record of all inspections, violations, and correspondence.
- Responsible for the enforcement of all building codes and zoning regulations pursuant to relevant city codes.
- Reviews permit fees annually and makes recommendations for changes to be included in the annual Schedule of Fees.
- Reviews Plan Commission applications for site plans, plats and certified survey maps.
- Attends and participates in Plan Commission, Board of Zoning Appeals, Common Council (when necessary) and other meetings as required.
- Assists in the development and amendment of local Municipal Codes.
- Develops, recommends, administers, and monitors the annual budget for Building Inspection/Zoning Administration and orders supplies.
- Actively participates in city staff meetings.
- Code enforcement inspector who is responsible for nuisance property and other property condition inspections and citations.
- Assists as necessary with review and processing of commercial, industrial and multi-family site plans and sign permits.
- Disseminates notices of public hearings, conditional use permits, and variances.
- Ensures development and implementation of the City's Comprehensive Plan and all other masterplans.
- Recommends updates and maintenance of Comprehensive Plan, Zoning Code and other land development regulations.
- Conducts technical research, analyzes data, evaluates findings, identifies significant issues, determines options, and develops staff recommendations.
- Administers the issuance of all zoning use permits; creates and maintains related records.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, police department and other appropriate agencies.
- Appears and testifies in the municipal or circuit court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.
- Administer and enforce Flood Plain Zoning Codes.

#### **Qualifications and Requirements:**

- **Education:** Completion of a high school diploma or GED equivalent. Vocational/technical training in building constructions and building systems desired.
- **Experience:** Two years of inspection experience with extensive public contact; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- **Certifications:** Preferred one or more of the licenses listed upon hiring. Required to maintain the specified certifications within an agreed-upon timeframe.
  - UDC Construction Inspector
  - UDC HVAC Inspector

- UDC Electrical Inspector
- UDC Plumbing Inspector
- Commercial Building Inspector certifications preferred, but not required
- **Driver's License:** Must possess a valid Wisconsin driver's license.
- **Communication Skills:** Excellent written and verbal communication skills to interact effectively with property owners, developers, city officials, and the public.
- **Analytical Abilities:** Strong problem-solving and decision-making skills to assess complex situations and ensure regulatory compliance.
- **Organizational Skills:** Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines in a dynamic environment.
- **Computer Proficiency:** Proficient in standard office software and building inspection systems.

**Working Conditions:**

The role involves primarily office work with frequent travel to construction sites and various locations within the cities. Occasional work outside regular hours, including evening, weekend, and holiday work, may be necessary for inspections and public meetings.

**Salary:**

\$75,000-\$85,000 annually, depending on qualifications (DOQ - Depending on Qualifications)

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*Celebrating diversity and fostering inclusivity, the City of Ripon is dedicated to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, differing abilities, or any other legally protected status. We embrace a workplace culture that values diversity and ensures accessibility, striving to create an environment where every person can contribute and thrive.*