

Name:
Position Number

**DIVISION OF INDUSTRY SERVICES
BUREAU OF FIELD SERVICES**

BUILDING INSPECTOR OBJECTIVE

POSITION SUMMARY

Under the general supervision of a Section Chief in the Division of Industry Services Bureau of Field Services, the position protects public health, safety, welfare and the natural environment of Wisconsin as relates to constructed environments, as directed in Chapter 101, Stats. The position is an expert in building construction, processes, components and systems. Within the assigned geographic region, the position conducts inspections and provides consultation for new, existing, remodeled, and altered public buildings, places of employment, multi-family dwellings, manufactured home communities and soil erosion control. The position issues Department orders for the correction of violations of administrative codes, particularly related to buildings and structures, manufactured housing and home communities, fire protection systems, and credentialing regulations.

Special Requirements: Certification as a Commercial Building Inspector and UDC Inspector is required.

GOALS AND WORKER ACTIVITIES

85%

A. Conduct inspections and provide consultations related to new, existing, remodeled, or altered public buildings, places of employment, multi-family dwellings, soil erosion control practices, and manufactured home communities.

- A1. Inspect for conformance with Chs. SPS 316, 320-326, 360-66, and/or 375-79, Wis. Adm. Code as applicable.
- A2. Understand the interaction of the Commercial Building Code with the Uniform Dwelling Code in commercial buildings with a single dwelling unit.
- A3. Perform erosion and sediment control inspections at commercial building sites in conjunction with building inspections being conducted. Know and apply applicable standards and rules.
- A4. Resolve conflicts between local building and fire inspectors, building owners, contractors, and/or designers.
- A5. Consult with building owners, engineers, architects, contractors, local inspectors, and attorneys regarding correct interpretation and application of Department rules.
- A6. Prepare technical, concise reports and correspondence to document all inspection, consultation and training activities and decisions in a timely manner.
- A7. Document code violations through interviews, photographs, documents, records, reports, samples, physical evidence, and other information, material, and products that may be used as evidence.

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- A8. Issue Department Orders for violations of Department rules and enter into the Regulated Objects database for tracking purposes.
- A9. When directed by the department, provide testimony as a fact or expert witness for legal proceedings involving code-related construction problems.
- A10. Review "as-built" contract documents and site conditions and make recommendations regarding petitions for variance.
- A11. Assist with disaster response and preparedness activities in coordination with or as requested by WDMA, Division of Wisconsin Emergency Management.
- A12. Conduct investigations of building failures and damage resulting from natural disasters to determine their relative safety and structural stability.
- A13. Conduct special inspections as directed including but not limited to complaints and credential violations.
- A14. Conduct inspections of new manufactured home communities and new additions to existing manufactured home communities and investigate potential license renewal violations at existing communities.
- A15. Maintain an extensive knowledge of the codes and the intent of the codes and apply them in a uniform and consistent manner as established by the Division while performing field inspections and other code related duties.
- A16. Maintain a working knowledge of commercial building legacy codes and codes utilized by other sections in the Division and other state agencies.
- A17. Read and study technical publications, texts, magazines, trade journals, and national standards to maintain a broad knowledge of building construction and inspection principles and practice and code related issues.
- A18. When directed and assigned, provide training to other staff on code application and complex building code and design methodology.
- A19. Maintain an accurate log of inspection and consultation activities.

10%

B. Participate in audits, training, and code development activities.

- B1. Conduct or participate in audits of agents and delegated municipalities.
- B2. Participate in the development and delivery of training programs.
- B3. Participate in code development and interpretation projects as assigned.
- B4. Present code requirements and applications in public settings as directed.
- B5. Maintain a working knowledge of current technology in codes and standards, complex fire safety, structural, HVAC and inspection methodology through participation in training and other events.
- B6. Participate in training, new employee orientation and personal and professional development.

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C. Provide quality services to both our external and internal customers.

- C1. Participate as a team member in program improvement projects as authorized.
- C2. Be open to new ideas and concepts.
- C3. Perform other duties as assigned.

Knowledge, Skill and Abilities

- 1) Knowledge of procedures for conducting code compliance inspections/investigations and issuance of department orders in new and existing buildings.
- 2) Knowledge of current Administrative code, SPS 302, 303, 305, 316, 320-25, 326, 360-66, and 375-79 along with a basic understanding of obsolete codes.
- 3) Knowledge of techniques for conflict resolution.
- 4) Good oral and written communication skills.
- 6) Ability to provide expert testimony as directed.
- 7) Ability to review and interpret contract documents and specifications.
- 8) Ability to evaluate and make recommendations on petitions for variance.
- 9) Knowledge of techniques for inspecting manufactured home parks.
- 11) Ability to conduct training and perform public speaking duties.
- 12) Ability to conduct audits.
- 13) Technical knowledge of the erosion control program.
- 14) Skills with current technology and software programs.
- 15) The ability to represent DSPS in a professional manner to colleagues and the general public.