**Village of Sussex Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Building Inspector | **Department:** | Community Development |
| **Revision Date:** | May 27, 2025 | **Pay Grade:** | 9 | **FLSA:** | E |
| **Staff to Committee(s):** | Plan Commission | **Reports To:** | Community Development Director |

|  |
| --- |
| **Job Summary**Responsible for reviewing plans and surveys; issuing permits (building, plumbing, electrical, HVAC, signs, swimming pools, occupancy); conducting inspections and investigations; reviewing complaints; enforcing Zoning Ordinance; and enforcing building, plumbing and electrical codes. **Essential Duties & Responsibilities** Including, but not limited to: * Review building permit applications and review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential construction within the Village of Sussex. These include footings, foundations, basement floors, erosion control, and final occupancies.
* Issue building, plumbing, HVAC, electrical, and other permits and maintain records or building and inspection activity.
* Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, and residential alterations and additions.
* Enforce building-related codes, including the Uniform Dwelling Code and Uniform Building Code.
* Maintain all required certifications in the disciplines of construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
* Assist with other duties as assigned by supervisors.

**Minimum Requirements** 1. High school degree required. Vocational/Technical degree in construction or related field preferred.
2. At least five years of progressively responsible skilled construction or construction management experience, or three years of previous experience as an Inspector.
3. Prefer at least three years of management or supervisory experience.
4. State of Wisconsin Certification as Inspector for Construction, HVAC, Electric, Plumbing, (Commercial Building, Electrical, and Plumbing certification highly preferred).
5. Valid Driver’s License.

**Knowledge, Skills and Abilities** Must be able to read and understand plans and blueprints, understand and interpret codes and ordinances, inspect and evaluate construction for compliance, deal with the public and contractors, issue orders, issue citations. Ability to work well with the public and with local contractors and the ability to communicate effectively orally and in writing. **Physical Demands of the Position** 40% of the time is spent standing, walking, talking, hearing, carrying, and low handling. 40% of the time is spent kneeling, crouching, bending, climbing, and twisting.20% of the time is spent sitting, talking on the phone, reviewing plans, and typing.**Environmental Conditions** 60% of the time is spent outside, regularly in extreme elements (heat, cold, etc.).30% of the time is spent inside in an office setting or in a vehicle.10% of the time is spent in confined spaces with noise, electrical hazards, dust, and vibrations, etc. |
|