

**Reports to the Community Development Director | Exempt/Full-time**

**Salary Range: \$91,000-\$108,000 (DOQ)**

## Position Summary

The Village of Sussex seeks a Building Inspector to join its Community Development team. The Building Inspector is responsible for reviewing plans and surveys, issuing permits (building, plumbing, electrical, HVAC, signage, swimming pools, occupancy), conducting inspections and investigations, responding to complaints, and enforcing the Zoning Ordinance as well as building, plumbing, and electrical codes.

## Key Responsibilities

The essential duties and responsibilities include, but are not limited to:

- Review building permit applications, building plans, and conduct required inspections for residential construction within the Village of Sussex, including footings, foundations, basement floors, erosion control, and final occupancy.
- Issue building, plumbing, HVAC, electrical, and related permits.
- Maintain accurate records of permitting and inspection activities.
- Conduct inspections of permitted projects such as decks, swimming pools, accessory buildings, and residential alterations or additions.
- Enforce building-related codes, including the Uniform Dwelling Code (UDC) and Uniform Building Code.
- Maintain required certifications in construction, plumbing, electrical, energy conservation, and HVAC.
- Assist with additional duties as assigned by supervisors.

## Qualifications

- Vocational/technical degree in construction or related field preferred. A high school diploma or equivalent is required.
- Minimum of five years of progressively responsible experience in skilled construction or construction management, or three years of prior experience as an Inspector.
- At least three years of management or supervisory experience preferred.
- State of Wisconsin certifications as Inspector for Construction, HVAC, Electrical, and Plumbing required (Commercial Building, Electrical, and Plumbing certifications strongly preferred).
- Valid driver's license.



### ***The Village of Sussex is an Equal Opportunity Employer.***

*In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Innovative**  
Public Advisors

## How to Apply

Innovative Public Advisors (IPA) is conducting the executive recruitment process for this position.

Applications are now being accepted until the position is filled,  
with first review no later than October 15, 2025.

Send a **cover letter, resume, salary history, and professional references** to Jay Shambeau  
at [jay@public-advisors.com](mailto:jay@public-advisors.com). Please direct questions to 262-355-6102.

Learn more at [public-advisors.com/jobs](https://public-advisors.com/jobs).