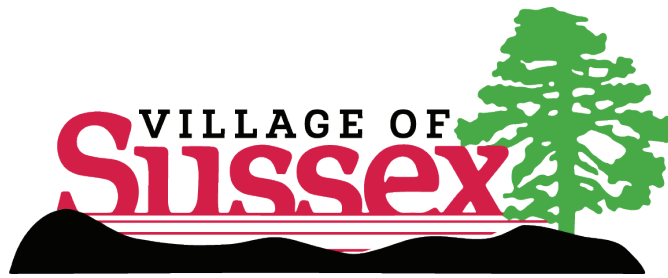


**Building Inspector**

**Innovative**  
Public Advisors

Executive Recruitment





## Welcome to the Village of Sussex

The Village of Sussex (population 12,162) is a vibrant and growing community located in the heart of Waukesha County. Incorporated in 1924, Sussex blends small-town charm with modern amenities, offering an exceptional quality of life for both residents and visitors.

Situated just 19 miles northwest of downtown Milwaukee, Sussex enjoys a prime location that provides easy access to urban conveniences while preserving a close-knit community atmosphere. The Village boasts beautiful parks and trails, including the scenic Bugline Recreation Trail, which offers miles of biking, hiking, and other outdoor enjoyment through picturesque landscapes.

Sussex features a range of housing options, from established neighborhoods with historic homes to new residential developments that accommodate households of all sizes. The Hamilton School District, serving the Village, is highly regarded for its strong academic performance and comprehensive programs, contributing to Sussex's reputation as a desirable place to live and raise a family.

The local economy thrives on a diverse mix of businesses, including manufacturing, retail, professional services, and small enterprises that support the community's economic vitality. Throughout the year, residents and visitors enjoy community events such as Sussex Lions Daze, farmers markets, and holiday celebrations, which foster civic pride and bring neighbors together.

Learn more at [villagesussex.org](http://villagesussex.org).

## About the Department

The Village of Sussex Community Development Department provides planning services, zoning enforcement, and building inspection with a small but dedicated team. Guided by a strong planning process, the department ensures growth aligns with the Village's long-term vision. The Comprehensive Plan serves as the primary guide, supported by sub-plans such as the Park and Open Space Plan and Downtown Plan. To shape the quality and character of development, the Village also relies on Design Standards, the Land Division and Development Code, Zoning Code, Master Land Use Map, Border Agreement, Development Matrix, and Development Requirements. Together, these tools help maintain Sussex's identity while supporting thoughtful, well-planned growth.



## Building Inspector

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 include:

- 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.



## The Ideal Candidate

The ideal candidate will be a knowledgeable and detail-oriented professional with strong expertise in building codes, inspections, and permitting. They will bring excellent communication and customer service skills, working effectively with contractors, homeowners, and staff to ensure safe, high-quality development. Organized and collaborative, the candidate will balance enforcement with education, maintain required certifications, and take pride in supporting the Village's commitment to well-planned, sustainable growth.

## 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.

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

## Benefits package includes:

- Excellent benefits package, including deferred compensation match, a strong commitment to professional development, and a family-friendly work environment.
- Enrollment in Wisconsin Retirement System (WRS) Pension.

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## HOW TO APPLY

Innovative Public Advisors (IPA) is conducting the 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). Direct questions to 262-355-6102. Learn more at [public-advisors.com/jobs](https://public-advisors.com/jobs).