

Building Inspector – Village of Plover (pop. 12,080) seeks fill an existing position (June 1, 2010 starting date) for a second Building Inspector. The Village had over \$16 million of new commercial and residential development in 2009. Qualifications: Considerable building code enforcement experience in a responsible capacity, some experience in the enforcement of zoning laws and regulations; some responsible experience in building construction work, completion of a standard high school course, preferably supplemented with college courses or technical school training; any equivalent combination of experience and training which provides the required knowledge, skill and ability. UDC certification required and Commercial certification required within 6 months of hire (other certifications a plus). 2010 Salary: \$23.18/hr, after 6 months \$24.43/hr + excellent benefits. Applications are due by April 15, 2010 by 4:00 p.m. CST. Send completed application/resume to Community Development Manager, 2400 Post Road, P.O. Box 37, Plover, WI 54437. Please contact the Village of Plover for further information at 715-345-5250.

VILLAGE OF PLOVER **BUILDING INSPECTOR**

SUMMARY STATEMENT OF DUTIES:

Provides the required code enforcement functions (administrative, inspection and enforcement activity) to meet requirements of the Wisconsin Department of Commerce for “Certified Municipality”, pursuant to § 101.12 (3)(b), Stats., for “public building and place of employment”, building construction/HVAC only, and § 101.65 (1), Stats., for “one and two-family dwellings.” Acquire and maintain, through continuing education/renewal, the building inspection certifications required.

DISTINGUISHING FEATURES OF THE POSITION:

This is responsible, technical work involving responsibility for review of plans, issuance of building permits and subsequent inspection. Provides information and oversees the enforcing of building codes and ordinances. Independent and discretionary decision-making is required. Difficult enforcement problems are referred to or reviewed with the Community Development Manager, Police Chief, Fire Chief or State Inspector. The work is performed outside of the office on many occasions as on-site inspections are required. The position involves contact with individuals and groups to provide advice and to enforce statutory and Village laws and regulations. The work is performed in accordance with accepted building inspection practices and procedures under the supervision of the Community Development Manager.

EXAMPLES OF DUTIES PERFORMED:

- Plans, supervises and coordinates all of the building functions of the Village;
- Keeps abreast of building code changes, market trends and construction costs as to fee schedule;
- Confers with personnel in the State Building Inspectors Office on State codes and policy;
- Reviews applications and issues building permits;
- Maintains application files and permit records;
- Inspects buildings in the process of construction or renovation, starting with the location of excavation, pouring of footings and ending with the final approval of the building for compliance with applicable codes and ordinances;
- Reviews building plans for compliance with regulations and zoning requirements;
- Keeps records and makes reports of inspections;
- Consults with and keeps builders, owners and members of the public informed, pertaining to Village codes and ordinances;

- Interprets zoning ordinances and reviews building and plot plans;
- Insures compliance with the Village Building, Nuisances and Housing Ordinances through inspections following up on complaints, issuing orders and penalties;
- Assists developers and property owners with the interpretation and application of the zoning ordinance and building code;
- Performs a variety of related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of principles and practices of building construction; good knowledge of zoning codes, laws, ordinances and regulations; ability to analyze architectural plans and compile information on zoning problems and violations; ability to evaluate and secure facts through on-site investigations and inspections; ability to prepare clear and detailed reports; ability to detect structural and other faults; ability to read and interpret plans and specifications accurately; ability to maintain an effective working relationship with builders, owners, developers and contractors; good judgment; thoroughness; good physical condition; able to use computer to perform basic word processing and spreadsheet functions and other basic computer functions for the position as they become available.

DESIRED QUALIFICATIONS & EXPERIENCE:

Considerable building code enforcement experience in a responsible capacity, some experience in the enforcement of zoning laws and regulations; some responsible experience in building construction work, completion of a standard high school course, preferably supplemented with college courses or technical school training; any equivalent combination of experience and training which provides the required knowledge, skill and ability;

REQUIRED QUALIFICATIONS & EXPERIENCE:

Certified by State of Wisconsin as Building Inspector in construction, HVAC, Electrical and Plumbing 1 under the Wisconsin Uniform Dwelling Code, and commercial building code; must have a valid Wisconsin drivers license as of the first day of employment, or obtain the license within 60 days of the first day of employment if holding an out of state license.

PHYSICAL REQUIREMENTS IN PERFORMING TASKS:

Person(s) in this position must be able to walk, climb stairs and be physically capable of inspecting construction sites. Inspections can involve using ladders or stairs to inspect above or below grade locations. Sites will contain construction equipment, building materials and excavation debris which can result in injury if persons at the site do not take appropriate safety precautions.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:

Work is performed both in an office setting and on-site inspections of building and property. Site visits to building sites or existing buildings will occur during inclement weather.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kind of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities, nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Plover. The Village retains and reserves any and all rights to change, modify, amend, add or delete from any section of this document as it deems, in its judgment, to be proper.

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2400 Post Road
PO Box 37
Plover, WI 54467

VILLAGE OF PLOVER
EMPLOYMENT APPLICATION

Affirmative Action
Equal Opportunity Employer

PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY

TITLE OF POSITION APPLIED FOR:

NAME (LAST, FIRST, MI)

EMAIL ADDRESS

COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

VALID WISCONSIN DRIVER'S
LICENSE? YES NO

HOME PHONE

WORK PHONE

CELL PHONE

CLASS B CDL LICENSE W/AIR BRAKE
ENDORSEMENT YES NO

HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF PLOVER?

YES NO

IF YES, DATE(S):

POSITION(S):

DEPARTMENT(S):

LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:

ARE YOU 18 YEARS OF AGE OR OLDER?

YES NO

ARE YOU A U.S. CITIZEN OR ABLE TO PROVIDE PROOF OF ELIGIBILITY TO WORK?

YES NO

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME

LOCATION (CITY/STATE)

COLLEGE/UNIVERSITY NAME

TYPE OF DEGREE

MAJOR

TECHNICAL/BUSINESS SCHOOL NAME

TYPE OF DEGREE

MAJOR

ADDITIONAL COLLEGE/TECHNICAL
SCHOOL NAME

TYPE OF DEGREE

MAJOR

LIST SPECIALIZED TRAINING, CURRENT PROFESSIONAL CERTIFICATIONS AND VOLUNTEER WORK RELEVANT TO THE POSITION:

ARE YOU INTERESTED IN:

FULL-TIME PART-TIME SHIFT WORK TEMPORARY

ON WHAT DATE WOULD YOU
BE ABLE TO START WORK?

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR?
(PLEASE REFER TO JOB DESCRIPTION) YES NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL
FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING
CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN
MERITS) YES NO IF YES, PLEASE EXPLAIN:

HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? (CONVICTION WILL NOT NECESSARILY
DISQUALIFY AN APPLICANT FROM EMPLOYMENT) YES NO IF YES, PLEASE EXPLAIN:

DRIVING RECORD

THE FOLLOWING MUST BE PROVIDED FOR POSITIONS REQUIRING A DRIVER'S LICENSE:

	LICENSE NUMBER	STATE	EXPIRATION DATE	ENDORSEMENTS
DRIVER'S LICENSE				
COMMERCIAL DRIVER'S LICENSE				

YEARS OF DRIVING EXPERIENCE:

TYPE OF VEHICLES DRIVEN:

HAVE YOU BEEN INVOLVED IN ANY ACCIDENTS IN THE LAST THREE (3) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, HOW MANY? _____ DESCRIBE BELOW:	
DATE (MONTH/YEAR)	BRIEF DESCRIPTION OF EACH ACCIDENT (Indicate if these accidents resulted in any deaths or personal injuries)
DO YOU HAVE ANY CONVICTIONS FOR TRAFFIC VIOLATIONS IN THE LAST THREE (3) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, DESCRIBE BELOW:	
DATE (MONTH/YEAR)	DESCRIBE VIOLATIONS OTHER THAN PARKING TICKETS

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS; HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		

PERSONAL REFERENCES (Excluding relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

SIGNATURE OF APPLICANT

DATE
