

Request for Proposals

Town of Saukville Building Inspector

The Town of Saukville is seeking qualified firms and/or individuals to be appointed as a contracted Building Inspector. The Building Inspector's primary responsibilities include reviewing plans and conducting on-site inspections of residential construction, as well as code enforcement for all property types within the Town. The Building Inspector also is responsible for maintenance of the Town Hall building complex as well as operations at the cemetery owned by the Town. A full list of expected duties is set forth below.

The successful candidate will possess thorough knowledge of applicable codes and statutes, analytical and problem-solving skills needed to manage projects, excellent written and verbal communication and interpersonal skills, and the ability to multitask with attention to detail, accuracy, and flexibility. The Town seeks a candidate with a positive, "can-do" attitude. The Town is open to flexible scheduling contingent on inspections being completed in a timely manner.

This is a part-time, contracted position that reports directly to and serves at the pleasure of the Town Board.

Duties of the Building Inspector include:

- Prompt response to and action upon citizen questions and complaints
- Enforcement and administration of the Building Code
- Issue permits and plan approvals as contemplated by the Town's Ordinances and state statutes, including but not limited to building, plumbing, electrical, razing, heating, sign, excavation, and occupancy permits and one- and two-family dwelling plans

- Review municipal ordinances relating to building inspection issues to ensure the ordinances are in conformance with current statutes and model codes
- Conduct inspections of permitted projects
- Maintain records relating to approved plans, inspections, and permits issued
- Issue correspondence, orders, and other reports to property owners, the Town Board, Town staff, and other governmental agencies
- Maintain necessary certifications and licensure
- Management and oversight of maintenance of the Town Hall complex
- Management and oversight of the Town-owned cemetery
- Other duties as prescribed by state statute, Town ordinances, or the Town Board.

Minimum Required Qualifications

- High school diploma or equivalent
- Valid Wisconsin driver's license with no restriction other than corrective lenses
- UDC Construction, HVAC, Plumbing, and Electrical Inspector
- Erosion Control Inspector

Preferred Qualifications

- Commercial building, plumbing, and electrical inspector
- Five years of experience as a municipal building inspector or similar administrative/enforcement related role

Physical Demands

While performing duties, the Building Inspector is regularly required to talk and hear, in person, in meetings and by telephone; use written and oral communication skills; read and interpret complex data, information, documents and plans; analyze and solve problems; interact with Town

management, other governmental officials, contractors, vendors, employees and the public. While performing the duties of this job, the Building Inspector is frequently exposed to outside weather conditions and at risk to the hazards generally associated with construction projects. The Building Inspector is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold and extreme heat.

Knowledge, Skills and Abilities Expected

Knowledge of:

The ordinances, regulations, and laws relating to residential and commercial building construction and zoning;
The methods and technique of code enforcement;
The occupational hazards of the trade and necessary safety precautions;
The approved materials, methods, and techniques used in construction and methods of inspecting design, materials, and workmanship;
Electronic recordkeeping systems.

Skill and ability to:

Objectively enforce Town ordinances, building codes, and state statutes with firmness and tact;
Courteously assist permit applicants with questions and problems;
Identify violations of Town ordinances, building codes, and state statutes and deviations from approved plans and permits;
Conduct technical investigations and research;
Establish satisfactory working relationships with the public, Town staff, and the Town Board.

Hours and Compensation

Hours are on an as needed basis and vary depending on seasonal work and permit applications. Compensation is negotiable as a percentage of permit fees collected by the Town.

Proposals shall comprise a cover letter, resume, and at least 3 references. If a firm is applying, please identify the individual who will be designated as the primary Building Inspector for the Town, and provide that person's resume, as well as any other individuals who will assist the Building Inspector.

A full application must be received by the Town Clerk, no later than **December 13, 2024 at 6:00pm.** Applications may be sent electronically, mailed, or hand-delivered to:

Town Clerk Raquel Engelke

Town of Saukville

3762 Lakeland Road

Saukville, WI 53080

clerk@town.saukville.wi.us