



Position Description

<b>Job Title</b>	Property Maintenance Inspector
<b>Department</b>	Community Development
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position is responsible for performing interior and exterior inspections of residential and commercial properties for compliance with all applicable City, State and Federal building codes, ordinances and statutes related to the use, occupancy and maintenance of properties within the City of Waukesha.

**Supervision**

<b>Received</b>	Chief Building Inspector
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Conducts inspections of properties to check and confirm compliance with health and safety codes, ordinances and statutes.
2. Conducts inspections in response to citizen complaints, aldermanic requests or information provided by other inspectors.
3. Enforces code provisions by preparing and processing contact letters, orders to correct conditions and issuance of citations; charges reinspection fees as warranted.
4. Initiates contact with tenants, landlords and property owners regarding code violations, maintenance issues and other problems associated with inspection duties.
5. Tracks active code enforcement cases and enters inspection results with narrative into the computer

system.

6. Assists other inspectors as needed and as certification allows.
7. Maintains a thorough knowledge of modern inspection methods and procedures.
8. Maintains and tracks continuing education credits for active credentials and certifications.
9. Collects and manages evidence related to enforcement actions.
10. Testifies in court as necessary regarding enforcement actions.
11. Collects and manages evidence related to enforcement actions.
12. Testifies in court as necessary regarding enforcement actions.
13. Provides effective and efficient customer service and promotes and maintains responsive community relations.

### Other Job Functions

14. Performs related duties as assigned.

### Requirements of Work

Graduation from high school plus at least 2 years of additional technical training from a college, university or technical school with courses in building construction, electrical, plumbing or related areas; or including experience in the building trades, conducting building inspections, or performing property maintenance inspections; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"><li>• Modern property inspection methods and procedures.</li><li>• All City, State and Federal building codes, ordinances and statutes related to the use, occupancy and maintenance of residential and commercial properties.</li><li>• Occupational hazards and safety methods and procedures used to minimize and avoid risks.</li><li>• The use of general office equipment including computers and related software.</li></ul>
<b>Ability to</b>	<ul style="list-style-type: none"><li>• Understand and carry out instructions.</li><li>• Recognize hazardous conditions and recommend proper corrective action.</li><li>• Understand and explain building code and ordinance requirements.</li><li>• Prioritize workload and work independently, with minimal supervision.</li><li>• Create and maintain accurate records and documentation, and provide legal testimony if necessary.</li><li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li></ul>
<b>Skill in</b>	<ul style="list-style-type: none"><li>• Oral and written communications.</li><li>• Public relations.</li></ul>

### Necessary Special Requirements

Required: Valid Wisconsin driver's license; Certifications: Wisconsin Uniform Dwelling Code – Construction Inspector.

Preferred: Certifications: UDC HVAC, Electrical Inspector, Plumbing Inspector; Wisconsin Commercial Building Inspector, UDC HVAC, ICC Property Maintenance Inspector.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in the office and field; hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, stoop, kneel, bend, crouch, or crawl.
- The employee must be in physical condition to climb ladders and stairs, traverse undeveloped and/or excavated construction sites, operate all required equipment, and visually observe properties to determine if violations exist.
- The employee must occasionally lift and/or move up to 25 pounds.
- The position involves exposure to adverse weather and other unpleasant conditions, including heat, cold, wetness and humidity, dust, odors, noise, toxic agents, smoke and electrical currents.
- Personal danger includes but is not limited to inspections of unsafe structures and hazardous properties due to tall grass, noxious weeds, debris, trash, garbage and other man-made hazards.