

Employment Opportunity for
BUILDING INSPECTOR/ZONING ADMINISTRATOR

PURPOSE: The position of Building Inspector/ Zoning Administrator performs inspection services associated with the enforcement of, and compliance with, Town and State commercial and residential Building Codes, and zoning codes. The Inspector's activities ensure the application of the aesthetic standards of the community in the construction of buildings and surrounding landscapes, and preserve the health, welfare and safety of the general public.

ESSENTIAL FUNCTIONS:

- Plan review, Permit issuance, and building, HVAC and erosion control inspections for all one and two family construction projects.
- Plan review for commercial alterations, Permit issuance, and building, HVAC and erosion control inspections, for all commercial construction projects
- Oversees code enforcement for building, HVAC, erosion control, property maintenance and zoning Codes, including the issuance of notices or citations for non-compliance to parties responsible, when necessary.
- Presentation of development and re-development proposals to the Architectural Control Committee, Plan Commission and Town Board.
- Collaboration and coordination with Town Departments and consultants (engineering, legal, financial) for matters involved in development or re-development.
- Collaboration and coordination with other governmental entities on matters including development, planning, environmental regulations and zoning.
- Promotes and maintains positive public relations and image with customers, other Town departments and staff, external groups and organizations, and the community in general.
- Responds to inquiries and general questions concerning Code interpretations from community residents, building contractors, engineers, architects, and other groups.
- Maintains records and files consistent with the Town's Record Retention Policy.
- Providing a superior level of customer service in performing these job responsibilities.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. State certifications for UDC, UDC HVAC, Erosion and Commercial Building within 3 months of employment are required.
2. A degree in architecture or engineering is preferred or commensurate experience in construction or construction project management, or combination thereof. *Equivalent combinations of training and experience may be considered.*
6. Must have a valid motor vehicle driver's license and acceptable driving record.

Please send a resume and salary requirements to:

Tom Hagie, Administrator
Town of Brookfield

BUILDING INSPECTOR/ZONING ADMINISTRATOR