INSPECTION SERVICE SPECIALIST

City of Green Bay, WI

City of Green Bay Mission Statement

The City of Green Bay is a proud community dedicated to enhancing the quality of life for all residents, businesses, and employees through diligent management of our assets and wise investment in our strategic growth.

We value our history, our citizens, our diversity, our businesses, our workforce, our volunteers, our neighborhoods, our downtown, and our waterfront.

The City of Green Bay

Green Bay is the third largest city in Wisconsin (population approx. 105,000) and is home to the world famous Green Bay Packers, earning the City the unofficial nickname of Titletown, USA. Additionally, the City occupies a stunning waterfront location positioned between Wisconsin's famous Door Peninsula and it's equally renowned Northwoods.

Apply online: www.greenbaywi.gov/jobs. Applications will be accepted until the position is filled.

Salary Range: $53,941—$67,143.

The City of Green Bay is an Equal Opportunity Employer.

The City of Green Bay

The Municipal Organization

The City operates under a Mayoral/City Council form of government and employs approximately 950 regular and up to 900 seasonal employees.

The Mayor oversees municipal operations organized into 11 departments: Administrative Services, Community Services, Economic Development, Fire, Human Resources, Law, Municipal Court, Police, Public Works, Transit, and Water Utility.

Green Bay is divided into 12 districts represented by alderpersons. The City Council makes policy determinations for the City through the enactment of ordinances and resolutions.

Packers Heritage Trail

Bay Beach Amusement Park

Living in Green Bay

Housing: Green Bay boasts a low cost of living and a wide variety of housing choices, including renting and ownership. The median price of a home or condominium in Northeastern Wisconsin is approximately $132,000, which makes home ownership attainable.

Recreation: The City of Green Bay boasts year-round indoor and outdoor activities to match all interests. There are 65 beautiful parks around the City that offer a variety of recreational activities. The City operates many hockey and ice skating rinks, basketball and tennis courts, a disc golf course, 2 aquatic centers and 1 pool.

Outdoor enthusiasts can enjoy biking, hiking, and cross-country skiing along with the Fox River Trail and other state recreational trails. Proximity to the Fox River, the Bay of Green Bay, and Lake Michigan provides residents with opportunities to enjoy fishing and boating. Families can enjoy Bay Beach Amusement Park and the Wildlife Sanctuary. Additionally, the YMCA and YWCA of Green Bay, and Kroc Center offer family oriented recreational programs.

Arts and Entertainment: Green Bay offers arts and entertainment seekers a wide variety of entertainment activities from art galleries, to the performing arts to sporting events.

The Weidner Center for the Performing Arts located on the UW-Green Bay campus and the Resch Center play host to national ballets, the Green Bay Symphony Orchestra, Broadway productions, and major national headliners. In addition, downtown Green Bay is home to the newly renovated Meyer Theater, a 1,000 seat venue that hosts local productions such as the Green Bay Civic Symphony, Let Me Be Frank Productions, and community theater groups. Gallery Night along Olde Main Street is held 4 times a year promoting the many art galleries near downtown.

Sports fans can choose from the Green Bay Packers at Lambeau Field, the Green Bay Bullfrogs (baseball), the 2012 USHL Champion Green Bay Gamblers (hockey), the Green Bay Blizzard (arena football), men and women's basketball at UW-Green Bay, or St. Norbert College athletics, including baseball and hockey programs. Additionally, the Packers Heritage Trail is sure to delight the sports fan and history buff alike.

Inspection Service Specialist
Position Summary

Under general supervision of the Principal Planner & Building Inspection Manager, the Inspection Service Specialist performs work of considerable difficulty reviewing plans, coordinating inspections, maintaining inspection records, responding to inquiries ,and providing technical support to the inspection staff.

Position Requirements

- Bachelor's degree in Engineering or Architecture.
- UDC state certification in building inspection or the ability to obtain within 1 year of employment.
- Commercial Building Inspector Certification is required.
- State of Wisconsin Registered Architect or Professional Engineer.
- Six years experience as a building inspector or related experience.
- Valid driver's license and a good driving record.

A combination of equivalent experience and/or education may be considered.

Essential Position Functions

- Conducts review and issuance of permits and plans for building, heating, ventilating and air conditioning (HVAC), plumbing, electrical, erosion control and zoning.
- Performs and/or oversees the plan review function. Prepares various reports as required.
- Responds to complaints and inquiries from the public and city officials.
- Issues violation orders as necessary.
- Oversees and coordinates the inspections and follow up of complaints and environmental issues considered public health and public nuisances. Oversees and coordinates the inspections of rooming houses, shelter facilities, mobile home parks, establishments that serve alcohol, and other required inspections for licensing in the City.
- Maintains consistent uniform code interpretations, inspection standards and enforcement policies.
- Establishes record keeping procedures, provides training to staff in the proper enforcement techniques and strategies for assuring code compliance. Maintains the inspection data of staff, including database records. Monitors the performance of staff and provides input to division head. Conducts research for the preparation of reports concerning inspection activity.
- Assists with the preparation of the Inspection Division budget. Provides technical support to the inspection division staff and the Principal Planner & Building Inspection Manager as needed.
- Performs other duties as assigned.