



CITY OF MIDDLETON
invites applications for the position of:

Electrical Inspector/Facilities Manager

SALARY: \$71,100.00 - \$82,000.00 Annually

OPENING DATE: 08/09/21

CLOSING DATE: 08/27/21 11:59 PM

GENERAL DESCRIPTION:

The Electrical Inspector/Facilities Manager, under supervision of the Building Inspector Manager, performs skilled inspections and administrative work which enforces compliance with National, State, and City electrical, Commercial & UDC building, HVAC, erosion control and property maintenance codes and regulations.

The primary duty of the position is to serve as the City's Electrical Inspector. The role is responsible for ensuring that plans and specifications, buildings under construction, and existing buildings and properties meet applicable codes and regulations. He/she exercises technical judgment and discretion in the enforcement of applicable codes and regulations. The Electrical Inspector helps prepare budgets and makes recommendations on permit fee schedules.

The selected applicant will also serve in a limited capacity as the City's Facilities Manager. In this role you oversee the cities buildings and equipment to ensure that they are safe and functional. The duties include negotiating contracts with service providers, inspecting the facilities to meet safety regulations and coordinating updates. Manage the capital budget projects related to facilities maintenance.

Pay Basis: Salary

Schedule: Fulltime/40 hours per week

Non-represented

JOB FUNCTIONS:

Essential Functions

- Reviews applications for, and issues, building, electrical, HVAC, plumbing, and erosion control permits.
- Reviews plans and specifications for code compliance.
- Conducts electrical, Commercial/UDC Building and HVAC, and erosion control inspections and re-inspections of new construction and renovations to ensure compliance with applicable codes.
- Performs administrative tasks, keeps daily records, and makes reports relative to inspection work.
- Coordinates work with other departments and agencies.
- Testifies in court concerning code violations, as necessary.
- Investigates code non-compliance and housing and property maintenance complaints.
- Performs maintenance, safety and management tasks that promote a clean and safe working environment for the building's employees.
- Delegating cleaning and maintenance tasks to team members

- Monitoring the safety and cleanliness of interior and exterior areas of the city's buildings
- Performing routine maintenance on facilities and making repairs as needed
- Scheduling routine inspections and emergency repairs with outside vendors
- Ensuring proper security measures for the workplace
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and staff
- Preparing facilities for changing weather conditions
- Collaborating with upper management on budgeting for facilities needs

Marginal Functions

- Performs other job related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge**

- Thorough knowledge of applicable Electrical codes, Commercial/UDC building and HVAC.
- Thorough knowledge of construction methods and practices and approved uses of building materials. Thorough knowledge of the installation, operation, and maintenance of electrical equipment HVAC equipment.
- Knowledge of and ability to use computer software applicable to the duties of the position.

Skills

- Recognize and communicate to owners/agents/citizens instances of code/regulation non-compliance.
- Read and interpret construction, land grading, and erosion control plans and specifications.
- Conduct commercial/UDC electrical, commercial/UDC building, HVAC, and erosion control, inspections in a thorough and efficient manner.
- Deal effectively and courteously with contractors and citizens.
- Advanced mechanical skills and knowledge of electrical, HVAC and other building systems
- Proficiency with repair tools and techniques to maintain facility systems.
- Keen attention to detail and efficient problem-solving skills
- Efficient skills in excel spread sheets, word processing and database programs.

Abilities

- Ability to work under adverse weather conditions
- Ability to perform field inspections that involve climbing, crawling, bending, etc.
- Ability to operate a motor vehicle and possession of, or ability to obtain and maintain a Wisconsin Motor Vehicle Operator's License.
- Ability to effectively write orders and follow-up on code violations.
- Ability to maintain adequate attendance.
- Great time management, organizational skills and prioritization abilities

EDUCATION, TRAINING AND EXPERIENCE:**Education**

- High School Diploma or equivalent.

Training

- Completion and possession of a State of Wisconsin UDC and commercial electrical inspector certification.
- Within one (1) year of hire - Completion and possession of a WI Commercial building and UDC building & UDC HVAC inspector certification.

Experience

- Have at least 5 years of building, HVAC, erosion control, and municipal property maintenance code enforcement experience.

- Accomplishment of any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Experience in spread sheets, word processing and database programs.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the above-mentioned inspections and facility maintenance.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.middleton.wi.us/>

Position #2021-10
ELECTRICAL INSPECTOR/FACILITIES MANAGER
BW

7426 Hubbard Avenue
Middleton, WI 53562
(608) 821-8348

bwolhaupter@cityofmiddleton.us

Electrical Inspector/Facilities Manager Supplemental Questionnaire

- * 1. Do you possess a WI Commercial electrical inspector certification?
☐ Yes
☐ No
- * 2. Do you currently have, or can you obtain, a valid Wisconsin Driver's License?
☐ Yes
☐ No
- * 3. Do you possess a WI Commercial building Inspectors license?
☐ Yes
☐ No
- * 4. Do you possess any of the following credentials? Select all that apply.
☐ WI UDC Building Inspector certification
☐ WI UDC Heating Inspector certification
☐ WI UDC Plumbing Inspector credential
☐ WI Commercial plumbing inspector credential
☐ I do not possess any of the above certifications/credentials
- * 5. How many years of experience do you have in electrical inspections or commercial electrical inspections?
☐ Less than 1 year
☐ 1-4 years
☐ 5 or more years
- * 6. How many years experience do you have in commercial building HVAC inspections or commercial building/HVAC maintenance/installations?
☐ Less than one year
☐ 1-3 Years
☐ 4-5 Years
☐ Greater than 5 years
- * 7. Please list any additional construction related training or certifications? List any separated by a comma. If none enter None.
- * 8. What date would you be able to start if selected?

* Required Question