

Effective Date: May 15, 1994
Modified Effective: December 14, 2003
Modified Effective: April 2, 2006
Modified Effective: July 17, 2011
Modified Effective: January 10, 2016
Modified Effective: February 2, 2020

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

UNIVERSAL BUILDING INSPECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that have responsibilities within a statewide universal inspection program in the Division of Industry Services, Department of Safety and Professional Services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical positions provide skilled compliance inspection work located within the Division of Industry Services, Department of Safety and Professional Services. These positions devote the majority of their time and are primarily responsible for the inspection of various types of buildings including commercial and any building covered under the Uniform Dwelling Code (UDC) during construction, enforcement, and the inspection of existing buildings within the statewide inspection program. Positions included in this series must meet the qualifications prescribed under Section III.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions not in the Department of Safety and Professional Services, Division of Industry Services.

2. Supervisory and management positions as defined in ss. 111.81(19) and (13), Wis. Stats., and administered by the Wisconsin Employment Relations Commission.
3. Positions that spend the majority of time (more than 50%) with responsibility for review of building plans and specific components such as HVAC, electrical, plumbing, fire suppression and alarm systems, to determine compliance with relevant safety codes and are more appropriately classified in other titles such as Consultant- Plumbing Production Review, Consultant Refrigeration Systems, Consultant Fire Suppression Systems, etc.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

UNIVERSAL BUILDING INSPECTOR

This classification is for positions that are responsible for assuring that commercial buildings and dwellings under construction comply with approved building plans and the building safety code by performing on-site inspections. Inspections can include building, electrical, plumbing and HVAC. Positions in this class perform the following combination of duties for a majority of time, under general supervision: Inspect existing buildings and buildings under construction to determine their conformity with the required "conditional plan approval" and Wisconsin Building and Electrical Regulations. Follow-up to ensure corrective actions are taken to meet the conditions of the approval. Prepare reports to document inspections and changes required. Write orders with a compliance date if code violations are noted. Consult with proper officials such as building owners, engineers, architects, contractors and attorneys to ensure proper construction in accordance with the Wisconsin Administrative Building, Heating and Ventilating Code and other related codes. Evaluate reports prepared by consulting architects/engineers on code related problems. Consult with architects and engineers in the field and advise on construction matters including options available to achieve code compliance based on knowledge of sound construction design principles to meet the building codes. Resolve conflicts between the local building inspectors, building owners, contractors and/or designers. Investigate structural failures to determine the cause of the failures. Provide expert testimony as required for legal proceedings involving code related construction problems. Perform building inspections that are generated by public inquiries concerning public health and life-safety issues. Conduct on-site field evaluations of erosion control plans and related construction for projects that disturb less than 5 acres of land.

III. QUALIFICATIONS

Certification as a Building Inspector is required. Additional certifications may include Commercial Electric, Commercial Plumbing, and UDC Building, Electric, Plumbing and HVAC. Qualifications required for these positions will be the education, training, work or other life experience that would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. These knowledge and skills include: certification as a Commercial Inspector.; construction principles; related materials, component systems and methods of fabrication; knowledge of the Wisconsin

Administrative Building and Heating, Ventilating and Air Conditioning Code; skill in understanding blueprints, construction sketches and drawing; knowledge of Wisconsin State Statute 101.11; skill in communications and organization; and some knowledge of the American Society of Heating, Refrigeration and Air Conditioning, American Society of Testing Materials, American Gas Association listings, International Association of Plumbing and Mechanical official codes, Hardwood Plywood Manufacturers Association, and National Electrical Code.

IV. ADMINISTRATIVE INFORMATION

This series was created as Building Inspector 1 and 2 on May 15, 1994 and announced in Bulletin CC/SC-14, as a result of the DILHR Division of Safety & Buildings Survey.

The specification and the classification titles were modified effective December 14, 2003 and announced in Bulletin OSER-0006-MRS-SC to eliminate references to functions no longer performed by the Building Inspector positions and to convert the series to a progression series in which employees may reasonably expect to achieve the objective level with satisfactory performance of increasingly complex duties or the attainment of specified, training, education or experience.

The classification was modified effective April 2, 2006 and announced in Bulletin OSER-0091-MRS/SC to eliminate the Entry level which was no longer being used.

The classification was modified effective July 17, 2011 and announced in bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly the Department of Regulation and Licensing), as a result of the 2011 Wis. Act 7.

The classification was modified effective January 10, 2015 and announced in bulletin DPM-0415-CC/SC to update the language reflecting unit and special qualification changes.

This classification was modified effective February 2, 2020 and announced in Bulletin DPM-0512-CC/SC. Changes include a redefinition of the classification to include additional inspector functions and retitling the classification to create a universal inspector to meet the department needs based on regulatory changes.

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