



# City of Verona

## PERSONNEL COMMITTEE

WEDNESDAY, JUNE 2, 2021

7:30 A.M.

VERONA CITY CENTER – 111 LINCOLN STREET  
CONFERENCE ROOM D110

### AGENDA

1. Call to order
2. Roll call
3. Public Comment
4. Approval of minutes from the May 12, 2021 Personnel Committee meeting.
5. Discussion and Possible Action Re: Position Description, Compensation and Recruitment of Building Inspector position.
6. Adjournment

Chad Kemp  
Chairperson

**POSTED:**

Verona City Hall  
Verona Public Library  
Miller's Market  
City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Personnel Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE DEPUTY CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

**MINUTES**  
**PERSONNEL COMMITTEE**  
**MAY 12, 2021**  
**VERONA CITY HALL**  
**6:00 P.M.**

1. The meeting was called to order by Chad Kemp at 6:02 p.m.
2. Roll call: Heather Reekie, Chad Kemp, and Phil Hoechst were present. Also present: City Administrator Adam Sayre, and Human Resources Coordinator Mitch Weckerly.
3. Public Comment: There were no comments by the public.
4. Approval of minutes from the April 15, 2021 Personnel Committee meeting.  
Motion by Reekie, seconded by Hoechst, to approve the minutes of the April 15, 2021 Personnel Committee meeting. Motion carried 3-0.
5. Interview candidates for the position of City Clerk.  
Motion by Reekie, seconded by Hoechst to convene in a closed session for the purpose of interviewing candidates for the position of City Clerk as authorized by Section 19.85(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Personnel Committee may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Reekie-Aye, Kemp-Aye, and Hoechst-Aye. Motion carried 3-0. City Administrator Adam Sayre, Human Resources Coordinator Mitch Weckerly, and applicant Holly Licht were invited to remain for the closes session. Closed session convened at 6:04 p.m.

**CLOSED SESSION**

Motion by Kemp, seconded by Reekie, to reconvene in open session at 6:52 p.m. Motion Carried 3-0. No action was taken by the Personnel Committee in closed session.

6. Adjournment: Motion by Kemp, seconded by Reekie to adjourn at 6:53 p.m. Motion carried 3-0.

Mitch Weckerly, Human Resources Coordinator

**CITY OF VERONA  
POSITION DESCRIPTION**

**BUILDING INSPECTOR**

**GENERAL STATEMENT OF POSITION:** The Building Inspector plans, directs, controls and coordinates all City building inspection activities and supervises inspection personnel. The Building Inspector determines department needs, establishes goals, implements procedures and evaluates results obtained. This position performs a variety of administrative and manual tasks for the coordination and enforcement of all Building Codes as required by the City of Verona Code of Ordinances and Wisconsin State Statutes and the Wisconsin Administrative Code. The Building Inspector is responsible for coordinating, interpreting, and applying Title 15, 1 through 6 of the Verona Code of Ordinances. Decisions within areas of responsibility are made independently.

**EXAMPLES OF WORK PERFORMED:** Examples of the specific tasks of the Building Inspector include, but are not limited to, the following:

1. Oversee all aspects of the day-to-day operation of the Building Inspection Department.
2. Receive inspection requests from contractors; prioritize and assign daily work and special projects to the Assistant Building Inspector and City contractors; follow up on owner/contractor concerns and complaints; and takes responsibility for all work performed by subordinates.
3. Review commercial and residential site plans for compliance with The Building Code and coordinate the review process with the City Engineer, Director of Planning and Development, and Director of Public Works.
4. Supervise the activities of the Assistant Building Inspector.
5. Conduct inspections to ensure compliance with state codes and approved site plans.
6. Maintain all records for building permits, inspections, and certificate of occupancy.
7. Advise Mayor, Common Council, Plan Commission, Board of Appeals, Director of Planning and Development, and City Administrator of all relevant issues.
8. Respond, investigate and suggest solutions to complaints and issues raised by the mayor, alders, City Administrator and citizens regarding building and zoning.
9. Review county, state, and federal legislation that may affect the operation of the department or code of ordinances.
10. Prepare periodic reports on building statistics for state, federal, and private industry as

well as for city records.

11. Attend Board of Appeals meetings and advise them of laws and regulations that effect pending issues.
12. Interpret building codes for builders and homeowners.
13. Oversee and monitor the budget for the building Inspection Department.

**KNOWLEDGE, SKILLS AND ABILITIES:** The Building Inspector must have the following:

1. A thorough knowledge of commercial and residential building construction and building codes.
2. Ability to read, interpret, and apply provisions of laws, ordinances and rules.
3. Ability to establish and maintain excellent working relationships with the public and other city employees.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to use a computer for word processing, data base and spread sheet analysis.
6. Knowledge of zoning and planning concepts.

**EDUCATION AND EXPERIENCE:**

**Required Education and Experience:**

1. High school diploma or equivalent (GED, etc.) is required.
2. A minimum of six years of experience in a Building Inspection department, or related organization.
3. Must have the following Wisconsin State Certifications:
  - UDC Construction
  - UDC Electric
  - UDC Plumbing
  - UDC HVAC
  - Commercial Building
  - Commercial Electrical (required within 12 months of hire)
  - Commercial Plumbing (required within 12 months of hire)

Preferred Education and Experience

1. Experience in supervision and management is preferred.

Additional Requirements:

1. Must possess a valid Wisconsin driver's license.

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:** The Building Inspector can be expected to spend approximately 60% of his/her work in an office setting and 40% in the field. Field work is performed both indoors and outdoors in all Wisconsin weather conditions. The Building Inspector is expected to intermittently sit, stand, walk, and bend, raise and climb ladders, and use equipment that requires a moderate to high degree of dexterity, i.e., transit, computer, and calculator.

**EQUIPMENT USED IN PERFORMING TASKS:** Level, transit, ladders, computer, calculator, camera, mobile communication devices, and copier.

**POSITION REPORTS TO:** The Building Inspector reports to the Director of Planning and Development.

*Approved by the City Administrator:*

*Approved by the Personnel Committee:*

**Acknowledgement**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_