



Position Open

# Code Enforcement Specialist

The City of Waupaca is seeking applicants for a full-time Code Enforcement Specialist within the Community & Economic Development Department.



THE CITY OF WAUPACA'S MISSION IS TO PROVIDE SERVICES THAT ENSURE A SAFE, VIBRANT, AND CONNECTED COMMUNITY



## The Position

The City of Waupaca Community & Economic Development Department is seeking an entry-level professional interested in playing a key role in maintaining community safety and contributing to the City's continued success during a period of rapid growth in the community. The Code Enforcement Specialist will ensure compliance with building codes, zoning ordinances, and property maintenance standards in accordance with State and City regulations. This position will be provided opportunities for training and shadowing certified building inspectors while acquiring Wisconsin Uniform Dwelling Code (UDC) Construction, HVAC, Electrical, and Plumbing Inspector Certification to become a certified residential building inspector.

This individual will bring a positive, solution-driven approach to interactions with builders and residents, balance enforcement with education, and demonstrate strong and consistent decision-making in interpreting and applying State and City regulations.

The ideal candidate will demonstrate strong interpersonal skills and a customer-service mindset; excellent problem-solving skills/attention to detail; the ability to communicate effectively in person, over the phone, and in writing; an interest in acquiring WI UDC inspector certifications within 18 months of hire.

The Building Inspector works within the Community & Economic Development Department and collaborates closely with members of various City departments. This position has no supervisory responsibilities and reports to the Community & Economic Development Director.

A formal job description can be viewed at

<https://www.cityofwaupaca.org/transparency/job-descriptions/>.

## Education & Experience

High school diploma or equivalent. Two plus years of work experience involving a high level of public interaction in an enforcement, inspection, investigation, or customer service capacity. Experience in construction trades, code enforcement, architecture, planning and zoning, engineering, or related fields preferred. Must be able to obtain WI UDC Construction, HVAC, Electrical, and Plumbing Inspector Certification within 18 months of hire. Proficient in using a computer and software applications, including Microsoft Office Suite. Requires a valid WI Driver's License (the City provides a car for use during work).

Though the City of Waupaca has a list of preferred qualifications, applicants interested in the position should know that the City may consider giving support to high-quality candidates without the exact preferred prerequisites through training opportunities while in the position. The City of Waupaca values relevant work experience to a high degree and believes that specific job-related skills can be learned through job experience, supported training, and involvement in professional associations.

## Compensation & Benefits

Position is full-time, with pay rate ranging from \$24.00 - \$32.00 per hour, dependent on qualifications and certifications. The City offers funds for professional development and licenses, and will provide a salary increase for relevant certifications acquired. A generous benefits package is provided, which includes participation in the Wisconsin Retirement System, health/dental/vision insurance, paid time off, flexible scheduling, a paid gym membership, and more! The City will provide a City owned vehicle for use during work.

# Application Process

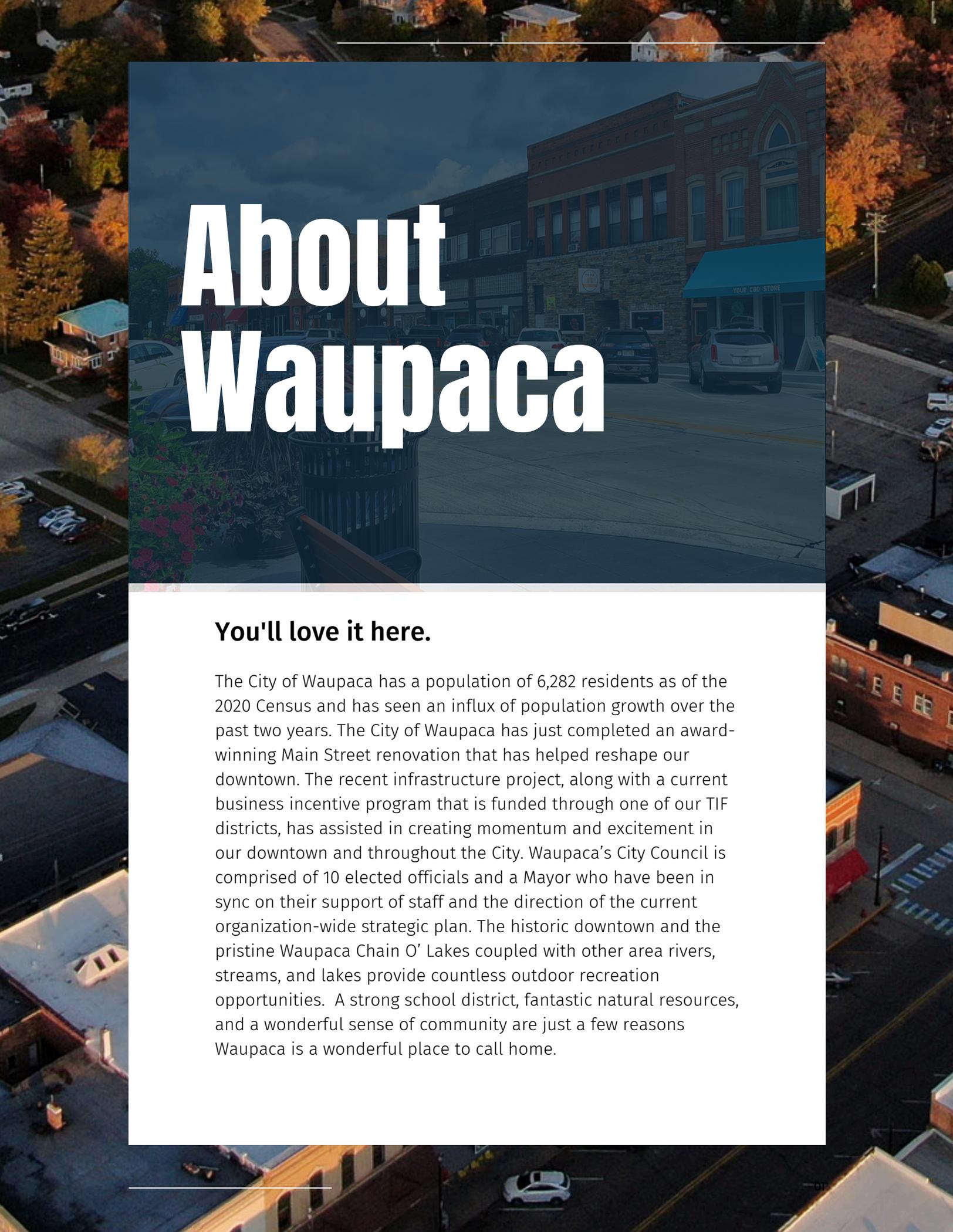
Interested professionals should submit application materials to [employment@cityofwaupaca.org](mailto:employment@cityofwaupaca.org).

Application material should include the following:

- City of Waupaca Employment Application
- Cover Letter
- Resume
- References

Complete applications will be accepted until the position is filled. All questions should be directed to Kate Wieters at [employment@cityofwaupaca.org](mailto:employment@cityofwaupaca.org).





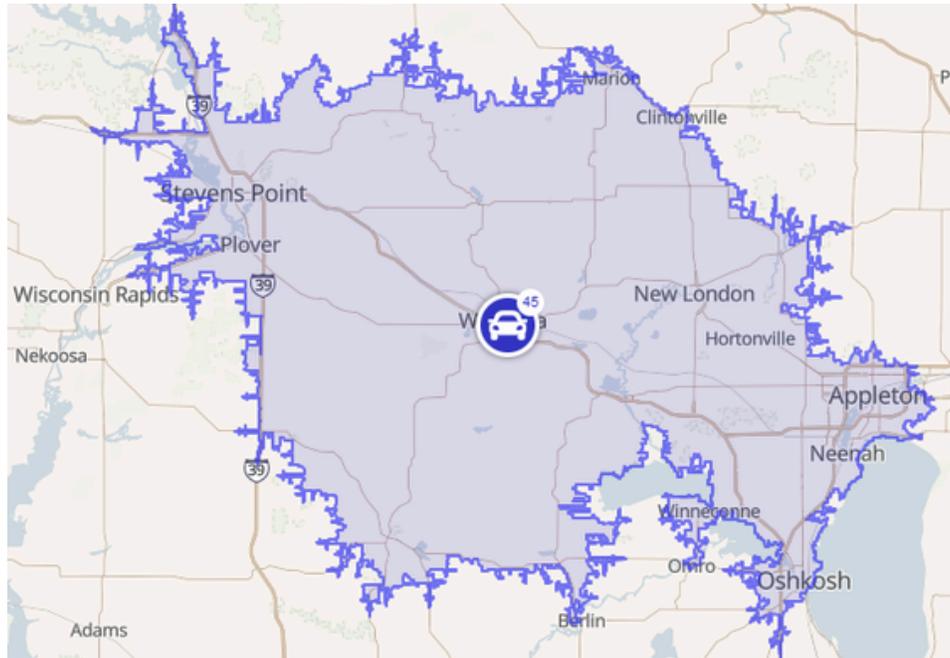
# About Waupaca

## You'll love it here.

The City of Waupaca has a population of 6,282 residents as of the 2020 Census and has seen an influx of population growth over the past two years. The City of Waupaca has just completed an award-winning Main Street renovation that has helped reshape our downtown. The recent infrastructure project, along with a current business incentive program that is funded through one of our TIF districts, has assisted in creating momentum and excitement in our downtown and throughout the City. Waupaca's City Council is comprised of 10 elected officials and a Mayor who have been in sync on their support of staff and the direction of the current organization-wide strategic plan. The historic downtown and the pristine Waupaca Chain O' Lakes coupled with other area rivers, streams, and lakes provide countless outdoor recreation opportunities. A strong school district, fantastic natural resources, and a wonderful sense of community are just a few reasons Waupaca is a wonderful place to call home.

# Waupaca

AWAY FROM IT ALL, BUT NEARER THAN YOU THINK.



Your next career is just a hop, skip, and a jump away. From Appleton, Oshkosh, Clintonville, and Wisconsin Rapids, Waupaca is just a 45-minute commute. New London and Stevens Point are even closer, about a half-hour drive from City Hall. Join our team and enjoy a competitive wage and generous benefits package, wherever you live.

Located in the heart of central Wisconsin at the junction of US Highway 10 and State Highways 22, 49, and 54, Waupaca is a two-hour drive from Milwaukee and Madison.

#### REGIONAL POP.

**~400,000**

within 45 minute  
driving radius

#### NUMBER OF LAKES

**240**

in Waupaca County

#### LOCAL BUSINESS

**600+**

throughout the City of  
Waupaca

