

SOUTHWESTERN WISCONSIN

BUILDING INSPECTORS ASSOCIATION

APPRENTICE PROGRAM GUIDELINES

The Southwest Wisconsin Building Inspectors Association (SWWBIA) is offering a \$500.00 matching dollar apprentice program for municipal building inspection departments. The purpose of the apprenticeship is to offer alternative avenues for persons interested in the building trades. The aging demographic within inspection departments will require properly trained individuals to fill eventual vacancies throughout the state.

Description

The apprenticeship work will primarily take place in the inspection department and in the field with ample opportunity to participate in the daily activities of inspection. Apprentices will report directly to the inspectors for assignments and job duties that include but are not limited to, participation in ordinance writing, plan review, permit issuing, writing orders, and data entry of inspections. Apprentices will gain the knowledge and experience of working in a team atmosphere of intergovernmental relations and the behind-the-scenes functioning of an inspection department.

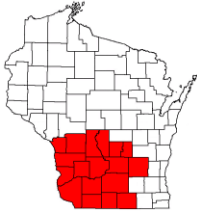
Responsibilities

Apprentices are given responsibilities to provide learning opportunities, build resumes, and assist the inspectors with their duties. These responsibilities include:

1. Assist inspectors with citizen contacts at the counter.
2. Assist inspectors with plan reviews.
3. Assist inspectors with issuing permits.
4. Writing field correction notices.
5. Field inspection data entry.
6. Gain the knowledge of the Uniform Dwelling Code to take and pass the SWWBIA Apprentice Exam consisting of 50 questions.

Qualifications

Qualifying apprentices must be 16 years or older, current or former high school students, college students or trade related individuals who are able to learn quickly and communicate effectively. Apprentices are expected to be able to conduct themselves professionally, which includes maintaining a professional appearance and demonstrating an understanding of professional protocol including all policies, procedures, and decorum of the inspection department. Knowledge of word-processing (Microsoft Word) and spreadsheets (Excel) is preferred. Individual municipalities may have other qualifications that must be adhered to, such as drug testing.



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Hours

This apprenticeship requires 100 working hours and accommodates flexible schedules Monday through Friday, between 7:00 a.m. and 5:00 p.m. It is preferred that the apprenticeship takes place during the construction season (April - October or by SWWBIA Board approval).

How to apply

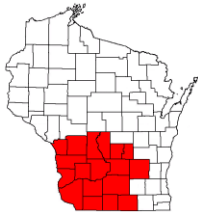
- Interested parties shall submit a cover letter and resume to the municipality with the open position.
- The municipality shall then submit a completed SWWBIA Apprentice Application including a cover letter to the Executive Committee for review and approval. The Apprentice Program Application shall be mailed to:

Brad Neumeister
SWWBIA Executive Committee
415 Main St.
Onalaska, WI 54650

Applicants will be notified by the municipality upon acceptance. Payment will be made by SWWBIA to the municipality at the end of the month upon completion of the apprenticeship.

Four apprenticeships are available from SWWBIA each year on a first come, first serve basis. SWWBIA will match municipal funds not to exceed \$500 per applicant.

Brad Neumeister
SWWBIA Executive Committee
415 Main St.
Onalaska, WI 54650
(608)780-0981
swwbiabrad@yahoo.com



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APPRENTICE PROGRAM APPLICATION

Municipality name _____ Date _____

Address _____ City _____

Municipal contact _____ Phone # _____

Matching funds requested (\$500.00 Maximum) _____

Dates and anticipated times of the Internship (100 hours required) _____

Apprentice name _____

Address _____ City _____

State _____ Zip _____ Phone # _____

Is the apprentice a former high school or college student or currently attending school? Y / N

If yes, high school or college he/she attended or is currently enrolled _____

Is the apprentice currently working in the construction trades? Y / N

If yes, what field? _____

Authorizing municipal signature _____ **Title** _____

Internship approved: Y / N SWWBIA Officer Signature _____

For SWWBIA Legislative Committee Use Upon Internship Completion

100 Hours Completed: Y / N

SWWBIA Construction Exam - Passed Failed

Date Paid _____ SWWBIA Officer Signature _____

Amount Paid _____ SWWBIA Treasurer Signature _____