

BUILDING CONSTRUCTION INSPECTOR

Recruitment #1506-2537dc-001

List Type Original

Requesting Department DEPT OF NEIGHBORHOOD SRVCS

Open Date 7/8/2015

Filing Deadline 7/29/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

The Building Construction Inspector inspects City structures to make certain that they comply with State codes and City ordinances.

ESSENTIAL FUNCTIONS

- Researches commercial building codes, UDC codes, and ordinances, for determining compliance.
- Investigates and resolves referrals and service requests from citizens, alderpersons, and other departments.
- Identifies faulty or inadequate construction methods or code violations during on-site inspections.
- Drafts and sends to owners legally enforceable orders to correct conditions in cases of noncompliance.
- Explains code violations and other issues to owners of buildings or businesses and to professionals.
- Advises owners or professionals on how to correct violations or construction related problems.
- Inspects structures during construction, remodeling, or repair, to ensure compliance with codes.
- Testifies in municipal court against owners of buildings for failure to correct violations of codes.
- Performs plan reviews for accessory structures, one and two family dwellings, and commercial buildings.
- Inspects vacant buildings that are dilapidated, fire damaged or in such disrepair as to be dangerous and unfit for human habitation for possible condemnation action.
- Inspects condemned structures allowed to be repaired during remodeling or repaired to ensure compliance with codes.
- Prepares and testifies at Standards and Appeals Commission and Circuit Court for condemnation orders that are appealed.
- Inspects demolition sites to insure compliance with codes.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Five years experience as a certified building construction inspector, journey-level carpenter, journey-level mason, journey-level steam-fitter, journey-level sheet-metal worker, construction superintendent or contractor.

OR

Building Construction Inspector (Dept. of Neighborhood Services)

A Bachelor's degree in architecture, engineering, building construction, or a closely related field from an accredited college or university and one year (1) of experience in building construction or a comparable field.

OR

An Associate's degree in architecture, engineering, building construction or a related field from an accredited college or university and three (3) years of experience in building construction or a comparable field.

Equivalent combinations of education and experience may also be considered.

- **IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.**
 - **Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.**
 - **NOTE: Code enforcement experience will be considered only for the timeframe it is accompanied by Wisconsin Department of Commerce certification as a Commercial Building Inspector and UDC-Construction Inspector, to a maximum of three years of the required experience.**
2. Certification by the Wisconsin Department of Commerce as a Commercial Building Inspector, UDC-Construction Inspector, and HVAC Inspector of 1 and 2-family dwellings within 6 months of appointment.
 3. Valid driver's license and availability of a properly insured personal automobile for use on the job (car allowance provided), at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of building construction practices and techniques.
- Knowledge of mechanical and structural concepts as they apply to buildings.
- Knowledge of inspection methods and materials used in building construction projects.
- Knowledge of proper safety practices.
- Skill in recognizing violations of all applicable building and zoning codes.
- Skill in reading and interpreting working drawings, plans, blueprints and specifications.
- Skill in preparing analytical reports on compliance with standards and codes.
- Ability to perform plans reviews to ensure the design complies with the building and zoning codes.
- Ability to perform inspections to ensure code compliance.
- Ability to communicate effectively orally with owners, contractors, and public officials.
- Ability to communicate effectively in writing with owners, contractors, and public officials.
- Ability to establish and maintain good interpersonal relationships.
- Ability to understand and perform complex calculations.
- Ability to maintain accurate and detailed records.

CURRENT SALARY

The current starting salary is (2GN) \$62,152 for City of Milwaukee residents. The non-resident starting salary is \$60,627 annually. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **July 29, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.