

## CODE ENFORCEMENT INSPECTOR I

**A Code Enforcement Inspector I is eligible for promotion to a Code Enforcement Inspector II after a minimum of two years of satisfactory employment and completion of required certifications.**

**PURPOSE:** The Code Enforcement Inspector I assesses and ensures that buildings within the City of Milwaukee are in compliance with all applicable local ordinances and state statutes.

### **ESSENTIAL FUNCTIONS:**

- Conducts fire prevention and building maintenance inspections for buildings, places of employment, multiple occupancy buildings, retail establishments, warehouses, factories, and other types of structures within the City of Milwaukee.
- Conducts special investigations stemming from complaints related to building and fire prevention violations.
- Prepares citations, orders, logs, and summary reports related to inspections.
- Interprets codes and ordinances and evaluates occupancy violations.
- Measures premises for the purpose of calculating areas and volumes to ensure compliance with codes.
- Advises owners and tenants of violations and suggests possible methods to bring them into compliance.
- Performs other job-related functions as assigned.

### **CONDITIONS OF EMPLOYMENT:**

- The Code Enforcement Inspector I must comply with departmental dress code and be willing to travel throughout the City of Milwaukee to perform inspections.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. An Associate's Degree in architectural technology, construction technology, or a related field from an accredited college or university, **OR** a minimum of two years of experience in the building trades above the level of a construction laborer performing duties related to this position. **NOTE: Transcripts must be submitted with application to the attention of Marti Cargile, Human Resources Representative, at the address listed below.**
2. Valid Wisconsin driver's license and the use of a properly insured personal automobile (*car allowance provided*) at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.  
***NOTE: Equivalent combinations of education and experience may also be considered.***

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of HVAC, plumbing, and electrical systems, as well as associated terminology.
- Knowledge of interior and exterior finishes and methods of application.
- Knowledge of architectural and engineering principles and their applications to building design and construction; knowledge of construction methods.
- Knowledge of the basic causes of fire, fire prevention methods, and classes of fire extinguishers.
- Knowledge of fire, building maintenance, and health codes.
- Ability to detect various threats to health and safety in public buildings in the City of Milwaukee.
- Ability to read and interpret technical materials and building codes.
- Ability to take on-site measurements, perform mathematical calculations, and record data accurately.
- Ability to communicate diplomatically with people from all cultural, educational, and socioeconomic backgrounds.
- Ability to be persuasive and decisive in endeavoring to gain compliance with applicable local ordinances and statutes.
- Computer skills, i.e., the ability to use standard applications such as spreadsheet and word processing.

**THE CURRENT SALARY RANGE (530) IS:** \$41,495-\$46,975 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; 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. The examination will be held as soon as practical after **December 30, 2009**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.