

NEIGHBORHOOD SERVICES OPERATIONS DIRECTOR

Development Center/Trades Inspection Recruitment #1702-5659-001

List Type	Exempt
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	4/20/2017 5:00:00 PM
Filing Deadline	5/16/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

This position is exempt from Civil Service and serves at the pleasure of the Commissioner-Department of Neighborhood Services.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

Purpose

The City of Milwaukee is experiencing an expansion in construction projects, thus increasing the permitting and inspectional services required of the Department of Neighborhood Services. The Neighborhood Services Operations Director position offers the appointee an opportunity to play an important role in ensuring that the City is able to meet its plan review, permitting, and inspection requirements during this exciting chapter in the City's story.

Under the direction of the Commissioner-Department of Neighborhood Services, the Neighborhood Services Operations Director assists the Commissioner with the overall administration of the department. The Operations Director oversees the operations of the Development Center, Trades Inspection, and Neighborhood Improvement Project (NIP) divisions, is a technical adviser to the Commissioner, and performs all acts required by law in his or her absence. The Neighborhood Services Operations Director, one of two, acts as second in authority, at times exercising supervision over a department of approximately 270 employees.

ESSENTIAL FUNCTIONS

- Responsible for the oversight and supervision of the Development Center, Construction Trades Inspection, and Neighborhood Improvement Project (NIP) divisions. Consults regularly with managers and supervisors in charge to ensure smooth operation. Resolves problems and complaints that may arise in the performance of departmental functions.
- Provide administrative oversight and internal coordination of significant projects. Work with staff in other departments to ensure timely execution of those projects.

Neighborhood Services Operations Director (Dept. of Neighborhood Services)

- Plan, develop, and direct the implementation of departmental administrative programs, policies, and regulations.
- Review building code variance requests, and make recommendations to the Commissioner.
- Provide management oversight to maintain the ongoing quality control program and ensure successful implementation of the career ladders. This includes staff development and training necessary to ensure continuity and improve retention.
- Assist in directing staff services, and supervise personnel, fiscal management, budget preparation, and public relations.
- Provide direction of building and zoning code development in conjunction with other City and State agencies.
- Maintain an effective working relationship with legislative committees, administrators of other departments, communications media, and other organizations interested in the policies and activities of the department, and develop methods of informing and gaining the cooperation of the public in departmental programs.

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

1. Bachelor's Degree in architecture, engineering, or a closely related field from an accredited college or university.
2. Five years of building code enforcement – or comparable technical/specialized experience related to building inspection or building trades – that includes one year or more of providing administrative oversight and staff supervision.
3. Wisconsin Department of Safety and Professional Services (DSPS) certifications within one year of appointment: Commercial Building Inspector, UDC Construction Inspector, and UDC HVAC Inspector.
4. Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- Building code enforcement experience.
- A related master's degree from an accredited college or university.
- Architect license or Professional Engineer (PE) credential with the Wisconsin Department of Safety and Professional Services (DSPS).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of building and construction, engineering, and public health and safety.
- Knowledge of the State of Wisconsin Uniform Dwelling Code and International Code Council (ICC) codes and standards. Specific knowledge of fire, safety, housing, building, zoning, sanitation, environmental health, plumbing, electrical, HVAC, and elevator codes.
- Knowledge of management principles, leadership ability, and supervisory skills to be able to effectively direct the activities of staff in designated divisions and the entire department in the absence of the DNS Commissioner.
- Knowledge of mathematics and geometry used in building design and construction.
- Ability to make accurate calculations as well as to understand budgets and financial reports.
- Mechanical knowledge, as well as ability to interpret technical plans, blueprints, drawings, and models.
- Ability to read and understand documents such as laws, policies, and technical publications.
- Advanced written communication skills; ability to compose policies, correspondence, and reports.
- Superior oral communication and presentation skills in order to effectively impart information and represent the department before legislative committees, boards, and civic organizations.
- Interpersonal skills in order to build rapport with City managers, elected officials, and staff; tradespersons, architects, engineers, and contractors; the media; and the public.
- Critical thinking skills to be able to make decisions based on technical information and legal principles that result in effective code enforcement without unjust injury to the legal rights of property owners.
- Planning and organizational skills to be able to handle multiple assignments simultaneously, adjust to changing priorities, and complete assignments in a timely manner.
- Proficiency using word processing, spreadsheet, presentation, and database software; ability to learn and use specialized applications such as the Accela Land Management System (LMS), financial management information system (FMIS), and human resources management system (HRMS).
- Honesty, integrity, ability to maintain confidentiality, and responsible stewardship of City resources.

CURRENT SALARY

The current salary range (PR 1LX) for City of Milwaukee residents is \$91,404-\$127,962 annually, and the non-resident salary range is \$89,161-\$124,823. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, structured interview or performance tests or other assessment methods. The Department of Employee Relations and the Department of Neighborhood Services reserve the right to call only the most qualified candidates to structured interviews and other portions of the selection process. Information from the selection process will be used to make a hiring decision.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Tuesday, May 16, 2017**. 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.