

# RESIDENTIAL CODE ENFORCEMENT INSPECTOR

Recruitment #1504-2561DC-001

**List Type** Original

**Requesting Department** Dept. of Neighborhood Services

**Open Date** 4/14/2015

**Filing Deadline** 5/5/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

The eligible list resulting from this examination will also be used to fill Commercial Code Enforcement Inspector vacancies and both year-round and seasonal vacancies for Residential and/or Commercial Inspector positions.

## **PURPOSE**

The Residential Code Enforcement Inspector performs inspections and ensures that buildings and properties within an assigned area of the City of Milwaukee are in compliance with all applicable local ordinances and state statutes.

## **ESSENTIAL FUNCTIONS**

- Conducts proactive fire prevention, building maintenance and nuisance inspections and re-inspections as necessary for residential properties.
- Conducts special investigations stemming from complaints related to building, fire prevention and nuisance violations.
- Prepares and issues citations and orders using the Neighborhood Services System (NSS).
- Completes documentation from the field including logs and summary reports related to inspections. Interprets codes and ordinances and determines violations or defects in plumbing, electrical, construction and essential services.
- Meets with residents, property owners, block clubs and community groups to discuss approaches to improve neighborhood conditions and to share services provided by DNS.
- Advises owners and tenants of violations and suggests possible methods to bring them into compliance. Researches property ownership using various online resources.
- Investigates pest infestations, rat and other animal control nuisances.
- Responds to property owner inquiries by phone, letter and e-mail.
- Testifies in court regarding ordinance and codes violations.

*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.*

## **CONDITIONS OF EMPLOYMENT**

- Works non-standard hours including nights, weekends and on-call, as needed.

## **MINIMUM REQUIREMENTS**

1. Bachelor's degree in architecture, engineering, construction management, business, marketing or communications or a related degree, from an accredited college or university.

**OR**

## ***Residential Code Enforcement Inspector***

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An Associate degree in Architecture, Real Estate, Fire Safety, Environmental Health, or Building Construction related programs from an accredited college or university AND at least two (2) years of experience as a lead worker in the building trades or performing work involving resolution of customer complaints.

- ***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 transcripts must include your name, school name, degree earned (if applicable) and date conferred.*
  - *Equivalent combinations of education and experience may also be considered.*
2. Possession of the International Property Maintenance Code certificate (IPMC) and an International Fire Code Certification (IFC) within one year of appointment.
  3. Valid driver's license and the use of a properly insured personal automobile at time of appointment and throughout employment (*car allowance provided*).

### **DESIRABLE QUALIFICATIONS**

- Bilingual in Spanish or Hmong.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of building and construction principles, including knowledge of interior and exterior finishes.
- Knowledge of codes related to fire, electrical, plumbing, HVAC, real estate and zoning.
- Oral communication skills to convey technical information in an understandable manner, communicate effectively with a wide variety of people in person, on the telephone and in a public setting.
- Written communication skills to create orders accurately and prepare correspondence conveying technical information in an understandable manner.
- Interpersonal skills to handle a variety of interpersonal situations such as, volatile or tense situations, handle angry persons, be persuasive, empathetic and treat all persons the same, provide uniform enforcement and work collaboratively.
- Computer skills to learn proprietary software and use e-mail.
- Analytical, critical thinking and problem solving skills.
- Ability to communicate effectively with people from all cultural, educational and socioeconomic backgrounds. Ability to read and interpret technical material and building codes.
- Ability to take onsite measurements, perform mathematical calculations and record data accurately.
- Ability to apply codes and recognize non-compliance.
- Ability to plan, prioritize, meet deadlines and change priorities if needed.
- Ability to work efficiently and independently.
- Ability to take charge of situations.
- Ability to exercise sound judgment, make independent decisions and be creative in finding solutions to problems.
- Ability to handle stress.
- Honesty and integrity.
- High level of responsibility.

## ***Residential Code Enforcement Inspector***

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- Self-motivated; Ability to direct own work.

### **CURRENT SALARY**

SALARY (3LN): The current starting salary is \$42,539 for City of Milwaukee residents. The non-resident starting salary is \$41,495 annually.

### **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 **May 5, 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.