



TRANSFER/PROMOTIONAL OPPORTUNITY
Special Enforcement Supervisor
DEPARTMENT OF NEIGHBORHOOD SERVICES

THE PURPOSE of this position is to provide supervision and support for the Special Enforcement Division. This division is charged with developing partnerships with other City of Milwaukee departments, State, County and other agencies that support strategic efforts to prevent, remove or correct nuisance properties throughout the City. This position will assemble the resources of multiple agencies to resolve the nuisance issues of the worst problem properties. This supervisor will oversee the complex occupancy permit process and ensure the appropriate application of the Zoning Code, review applications to the Board of Zoning Appeals, write DNS conditions of approval for BOZA applications, and represent DNS at Board of Zoning Appeals hearings. Other duties include approval of State of Wisconsin salvage, scrapping and motor vehicle licenses and research of complex zoning issues to provide relevant historical facts to inspectional staff; provide direction for the timely monthly reinspection of all properties enrolled in the monthly reinspection program; and direct inspectional staff on tools and approaches to attain compliance on past-due orders.

ESSENTIAL FUNCTIONS:

- ◆ Monitor Special Enforcement Inspectors daily activities with police and other support agencies. Provide daily update on all sensitive and special projects. Communicate special project progress to management, Mayor's office, Councilmembers and others. Provide training opportunities and recertification training for inspectors. Monitor response times on complaints and special projects. Review orders, court cases, complaint responses and aldermanic service communications. Provide priority guidance on daily work and special assignments.
- ◆ Answer code questions and provide guidance to inspectors. Respond to department-wide zoning requests. Answer questions from citizens on code issues. Answer citizen inquiries about monthly reinspection fees and orders. Provide advanced, technical support to all sections of the Department. Issue permits including occupancy, blasting, fireworks, and state licenses.
- ◆ Review routesheets and scheduling of customer complaints and field meetings. Provide adequate coverage for office hours. Ensure monthly reinspections are performed. Ensure fire inspections are performed. Authorize work schedules, vacations, and maintain payroll records. Approve bi-weekly time cards.
- ◆ Attend night meetings with Councilmembers and staff. Attend community group meetings – nights and weekends. Attend community police meetings as scheduled. Meet citizens to arbitrate inspector differences. Meet with citizens to provide advice relative to zoning or monthly reinspection issues. Inspect for zoning compliance.
- ◆ Review applications to the Board of Zoning Appeals, write DNS conditions of approval and represent DNS at the Board of Zoning Appeals hearings.

Conditions of Employment:

- ◆ Special Enforcement Supervisor must be available to work evenings and weekends when necessary.

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. Current status and three months experience as a regularly appointed City of Milwaukee employee.
2. Three (3) years of code enforcement experience, including experience as a City of Milwaukee Special Enforcement Inspector or Building Codes Enforcement Supervisor.
3. Associate's Degree in architecture, engineering, construction management or related degree.
Note: equivalent combinations of experience and education may also be considered.
4. Certification in the Wisconsin Commercial Building Code, the Wisconsin Uniform Dwelling Code and HVAC codes. Must attain either the Wisconsin UDC Electrical or UDC Plumbing certification and pass the International Fire Code I examination within one year of appointment. Must attain the remaining

Special Enforcement Supervisor (DNS)

Wisconsin UDC Electrical or UDC Plumbing certification and successfully pass the International Fire Code II examination within two years of appointment.

5. Valid driver's license and availability of a properly insured automobile at time of appointment and throughout employment (automobile allowance provided).

DESIRED QUALIFICATIONS:

- ◆ Bachelor's Degree in architecture, engineering, construction management or related degree.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of City of Milwaukee Code of ordinances with emphasis in the areas of zoning, code enforcement, building maintenance, essential service, placarding, rent withholding, fire protection and nuisance properties
- ◆ Knowledge of buildings and construction
- ◆ Ability to communicate and work effectively with other city departments, community representatives, elected officials, and a diverse client base
- ◆ Ability to work collaboratively with a multi-cultural community
- ◆ Ability to work in a team environment
- ◆ Ability to communicate diplomatically, tactfully and assertively with clients
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Oral and Written communication skills

THE CURRENT SALARY RANGE in PR 1F IS: \$60,809 to \$85,129 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

Return or send your completed application to Clyde Hutchinson, Special Enforcement Manager, Department of Neighborhood Services, Anderson Water Tower 4001 S. 6th Street, Milwaukee by Monday, March 12, 2012.

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