

Special Enforcement Inspector, Step 1

New Hires are placed at step one until they meet the minimum requirements and qualifications to move to step two. Special Enforcement Inspector at pay step one, must obtain the following inspection credentials as issued by International Code Council and the State of Wisconsin within the one year probationary period:

- 1. ICC Property Maintenance and Housing Inspector certification**
- 2. ICC Fire Inspector I or NFPA Fire Inspector from Milwaukee Area Technical College Fire Service Certification course (Semester 1)**
- 3. Wisconsin Commercial Building Inspector**

Note: The Department recognizes the NFPA Fire Inspector I or Wisconsin Technical College System Board Fire Service Certification (Semester 1) as an equivalent to International Code Council Fire Inspector I.

An inspector holding these credentials upon entering the Special Enforcement Inspection section, with supervisor and DNS administrative approval, may be eligible for appointment to a higher career ladder step (based on certifications held at the time of appointment) with the one year probationary period waived for the sole purposes of this Career Ladder. Separate probationary period requirements mandated by the Department of Employee Relations still apply.

Secondly, a Special Enforcement Inspector must demonstrate a thorough knowledge pertaining to the fundamentals of performing basic special enforcement inspections as they relate to good communication, code knowledge, nuisance abatement, multi-agency partnerships, problem solving and code interpretation and its enforcement. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of:

General Competencies

- *Customer Communication Skills*
- *Management and Control of Assigned Special Enforcement District*
- *Ability to coordinate with other DNS and City Entities*
- *Thorough knowledge of the Milwaukee Code of Ordinances*
- *Familiarity of DNS processes and skill set with regards to computer programs.*
- *Provide statistical tracking of complaint and violation history of targeted landlords.*
- *Meet management expectations by consistently completing required monthly reinspections.*
- *Develop a cooperative relationship with Community Prosecution Teams and other neighborhood organizations.*
- *Exhibit the ability to effectively research ownerships, history of property usage, and occupancies.*
- *Assist supervisor in training less experienced inspectors*

*Additionally, an inspector must meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.*

Additional Steps.

After attainment of job required certifications as listed in the job description (ICC Property Maintenance and Housing Inspector certification and ICC Fire Inspector I) along with supervisor and DER approval the inspector may begin advancing in the career ladder.

The below listed steps may be achieved in any order.

In order to advance to pay step 2 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for one of the below listed Qualitative Steps.

In order to advance to pay step 3 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for two of the below listed Qualitative Steps.

In order to advance to pay step 4 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for three of the below listed Qualitative Steps.

In order to advance to pay step 5 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for four of the below listed Qualitative Steps.

In order to advance to pay step 6 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for five of the below listed Qualitative Steps.

In each case above, for advancement to a higher pay step, the inspector shall obtain the required Qualitative and Quantitative measures associated with the step they are requesting. The quantitative core competencies must be achieved in the sequential order as outlined in the Quantitative Core Competencies document. In addition, inspector's performance, customer service, job skill and knowledge is subject to review by the supervisor for applicability for the step being requested and the time frame to be analyzed taking into consideration training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.

Special Enforcement Inspector, Step Option 2

To advance using step option two, an inspector shall possess the job required certifications as outlined in the job description (ICC Property Maintenance and Housing Inspector certification and ICC Fire Inspector I), the step one certification and the following inspection credential administered by DNS:

1. City of Milwaukee Zoning Examination

An inspector using step option two must demonstrate a thorough knowledge of the fundamentals of performing special enforcement inspections including interpretation, implementation and enforcement of Milwaukee City Ordinance (MCO) 295 while maintaining the qualitative core competencies of the step being requested.

Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- *Thorough knowledge of the Milwaukee Code of Ordinances*
- *Exhibit proficiency in MCO 295 as it pertains to site and design standards.*
- *Exhibit proficiency in MCO 295 related to signage and parking requirements.*
- *Assist supervisor in training less experienced inspectors*

Department Of Neighborhood Services
Special Enforcement Inspection Qualitative Core Competencies
2017

- Exhibit proficiency in MCO 295 as it relates to non-conforming uses, historic districts, and erosion control.
- Represent DNS in a public forum to address enforcement problems and strategies.
- Proper service of summons, citations, orders and other related court activities.

An inspector using step option two must demonstrate a thorough knowledge pertaining to the fundamentals of performing zoning inspections. This certification requirement is intended to represent a mastery in a particular subject that will continue to be built upon in the other career ladder steps. Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.

Special Enforcement Inspector, Step Option 3

To advance using step option three, an inspector must obtain the following inspection credentials issued by the International Code Council (ICC):

1. **ICC – Fire Inspector II or NFPA Fire Inspector from Milwaukee Area Technical College Fire Service Certification course (Semester 1 and 2)**

Second, an inspector using step option three must demonstrate a thorough knowledge pertaining to the fundamentals of performing complex special enforcement inspections as they relate to Fire codes while maintaining qualitative core competencies of the step being requested.

Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Conduct fire inspections of residential, mixed use and commercial buildings
- Provide evidence of successful case management of monthly reinspection files.
- Assist supervisor in training less experienced inspectors
- Initiate case management of properties on monthly reinspections and work with owners to develop a plan to gain compliance.
- Inspection and reinspections of court orders.

Additionally, an inspector advancing from using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.

Special Enforcement Inspector, Step Option 4

To advance using step option four, an inspector must obtain one of the following inspection credentials issued by the State of Wisconsin:

1. Wisconsin UDC Plumbing Code

OR

2. Wisconsin UDC Electrical Code

An inspector using step option four must demonstrate a thorough knowledge of performing complex special enforcement inspections, as they relate to UDC Electrical or Plumbing codes. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Complete a one week cross training (ride along) with electrical or plumbing inspector
- Demonstrate the ability to conduct UDC electrical or plumbing inspections
- Provide evidence of successful case management of monthly reinspection files.
- Develop community outreach plans with CPU partners resulting in a positive neighborhood impact.
- Successfully complete cross training in the court section
- Assist supervisor in training less experienced inspectors

*Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.*

Special Enforcement Inspector, Step Option 5

To advance using step option five, an inspector must obtain the following inspection credentials issued by the State of Wisconsin:

1. Wisconsin Uniform Dwelling Code Plumbing Inspector

AND

2. Wisconsin Uniform Dwelling Code Electrical Inspector

An inspector using step option five must demonstrate a thorough knowledge of performing complex special enforcement inspections, as they relate to UDC Electrical and Plumbing codes. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Complete a one week cross training (ride along) with electrical and plumbing inspectors
- Demonstrate the ability to conduct UDC electrical and plumbing inspections
- Assist supervisor in training less experienced inspectors
- Provide evidence of successful case management of monthly reinspection files.
- Successfully complete a minimum of 3 month training period in court section

*Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core*

competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.

Special Enforcement Inspector, Step 6

To advance using step option six, an inspector must successfully complete one the following inspection credentials issued by the International Code Council (ICC), or through other means described below:

1. **International Code Council Certification**
ICC – Certified Building Official (CBO)
 - a. **Management Module**
 - b. **Legal Module**
 - c. **Building Codes and Standards Module**

OR
2. **Have obtained an associate’s degree in engineering, architecture, construction management, construction technology or a field closely related to construction.**

OR
3. **Have successfully completed 60 college credits of which a minimum of 39 credits are job-related or engineering-related, architectural design-related or construction management related.**

OR
4. **Have obtained a Bachelor’s degree in engineering, architecture, architectural engineering, construction management, construction technology, mechanical engineering, or a field closely related to construction.**

OR
5. **Have obtained licensure through the State of Wisconsin as a Registered Architect or Professional Engineer.**

An inspector using step option six must demonstrate a thorough knowledge of performing complex special enforcement inspections, as they relate to Building, Fire, Zoning, and UDC Electrical and Plumbing codes. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Assist supervisor in training less experienced inspectors
- Provide evidence of successful case management of monthly reinspection files.
- Facilitate the development of an inter-departmental training program.
- Attain additional education or certifications outside of the career ladder pertinent to advanced special enforcement inspection duties.

Additionally, an inspector advancing from using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.