

# BUILDING CONSTRUCTION INSPECTION DIVISION MANAGER

## Recruitment #2109-5283-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	12/10/2021 4:00:00 PM
<b>Filing Deadline</b>	1/6/2022 11:59:00 PM
<b>HR Analyst</b>	Jamie Heberer

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## INTRODUCTION

**\*This position is exempt from civil service; the incumbent serves at the pleasure of the Department of Neighborhood Services Commissioner. \***

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

## PURPOSE

The Building Construction Inspection Division Manager provides vision, direction, and managerial oversight for all trades inspection activities for the City of Milwaukee Department of Neighborhood Services (DNS) including construction, plumbing, cross connection, electrical, elevator, boiler, and fire protection.

## ESSENTIAL FUNCTIONS

### Strategy & Planning

- Establish, maintain, and foster partnerships with City departments, state and federal agencies and community organizations.
- Serve as a technical expert within the division, department, and city government providing direction and opinions regarding complex code questions.
- Ensure that the division is providing uniform, consistent, and high-quality inspection services for citizens and contractors.
- Engage and stay abreast of national, state, and local code developments, trends, and changes.

### Leadership and Management

- Plan and direct supervisors for each trades section.
- Review work and department direction for completeness, accuracy, and compliance with the Department of Neighborhood Services policies.
- Meet with supervisors and inspectors to review plans and projects to provide code interpretations and direction.

### Customer Service and Compliance

- Provide in-person and telephone assistance to customers for issues that have been escalated.
- Provide code interpretation for internal and external customers.
- Represent the DNS at governmental forums, community meetings, the Standards and Appeals Commission and Municipal Court.
- Perform field inspections and review plans to verify quality of work and troubleshoot technically complex building code and construction inspections.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

**Individuals who complete an application for general City employment on or after September 1, 2021 and are subsequently appointed to a position must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) or have an approved religious or medical accommodation within ten business days of their employment start date.**

The Building Construction Inspection Manager must be willing and able to do the following:

- Follow a uniform dress code prescribed by the department.
- Perform inspection services requiring moderate physical exertion, including stooping and bending, walking distances, climbing ladders and stairs, exerting up to 10 lbs. of force occasionally.
- Work outdoors in variable weather and environmental conditions as well as tolerate noise and exposure to airborne contaminants.

## MINIMUM REQUIREMENTS

1. Bachelor's Degree in engineering, architecture, construction management or a closely related field.
2. Five years of experience as a project manager, engineer or architect involved in the inspection, design or construction or plan review of buildings, *including 3 years of supervisory or team lead experience.*
3. Valid driver's license and availability of a properly registered and insured personal automobile for use on the job, at time of appointment and throughout employment (car allowance provided).

*Equivalent combinations of education and experience may be considered.*

**The following certifications are required at time of appointment and throughout employment OR equivalent/comparable level and scope of International Code Council (ICC) or certifications:**

- a.) State of Wisconsin Commercial Building Inspector Certification.
- b.) State of Wisconsin Uniform Code Dwelling Construction Inspector Certification.
- c.) State of Wisconsin Uniform Dwelling Code Heating, Ventilation and Air Conditioning Inspector Certification.

**IMPORTANT NOTE:** College transcripts are required and must be emailed as an attachment to [DNSJobs@milwaukee.gov](mailto:DNSJobs@milwaukee.gov) by the closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed and the date completed.

## DESIRABLE QUALIFICATIONS

- Licensure by the State of Wisconsin as a Registered Architect or Professional Engineer, or ability to obtain.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Ability to interpret and apply the State of Wisconsin Commercial Building Code, International Fire Code and Uniform Dwelling Code.
- Ability to interpret and apply the Milwaukee Code of Ordinances.
- Knowledge of construction technology.
- Knowledge of real estate law.
- Knowledge of the Department of Natural Resources conservation practices and standards.
- Knowledge of zoning administration and code enforcement.
- Ability to inspect residential and commercial properties for compliance with the adopted codes and referenced standards.
- Ability to review construction plans for compliance with the adopted codes and referenced standards.
- Ability to use computer programs such as Microsoft (MS) Word, MS Excel, MS PowerPoint, MS Outlook.
- Ability to read and interpret work-related documents such as building and zoning codes.
- Ability to develop presentations using MS PowerPoint.

### Communication and Interpersonal

- Oral communication skills to effectively communicate with diverse individuals regarding inquiries about projects.
- Written communication skills to develop professional reports, presentations, emails and letters.
- Interpersonal skills to effectively work with diverse individuals inside and outside the organization.
- Commitment to customer services.
- Ability to work cooperatively and effectively with coworkers and residents whose backgrounds may differ from one's own.
- Ability to establish and maintain effective partnerships with the public, elected officials, other city departments and co-workers.

### Leadership

- Knowledge of leadership principles and best practices for selecting, supervising, and motivating employees.
- Leadership and supervisory skills required to train, manage, and coach, staff to accomplish goals.
- Time management skills to accomplish work and meet deadlines.
- Organizational skills to plan and coordinate work.
- Project management skills to execute the design or construction of residential and commercial buildings.
- Openness and willingness to bring change to the organization as needed.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths and feel that they can safely express themselves.

## CURRENT SALARY

The current salary range (PR 1IX) is **\$75,478- \$105,669** annually, and the current resident incentive salary range for City of Milwaukee residents is **\$77,743-\$108,839**. *Appointment above the minimum is possible based upon qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

### SELECTION PROCESS:

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter, resume and transcripts (if applicable).
- Cover letter, resume, and college transcripts must be sent via email to DNS Human Resources at: [DNSJobs@milwaukee.gov](mailto:DNSJobs@milwaukee.gov) by 4:45 p.m. on **January 6, 2022**.
- Please indicate *Building Construction Inspection Division Manager* in the subject line of the email.
- Questions relative to the selection process may be directed to DNS Human Resources by email at [DNSJobs@milwaukee.gov](mailto:DNSJobs@milwaukee.gov)

- The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

**INITIAL FILING DATE:**

- The selection process will be conducted as soon as practical after **January 6, 2022**.
- Receipt of application materials 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.

**ADDITIONAL INFORMATION**

- Interested parties will be contacted to schedule an interview with the department. Final approval of the appointment is subject to review by the department of Employee Relations.
- If you have additional questions about this posting, please contact DNS Human Resources via email at: [DNSJobs@milwaukee.gov](mailto:DNSJobs@milwaukee.gov)

**CONCLUSION**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*