

# BUILDING CONSTRUCTION INSPECTION SUPERVISOR

Recruitment #1507-4887-001

**List Type** Original

**Requesting Department** DEPT OF NEIGHBORHOOD SRVCS

**Open Date** 12/19/2015

**Filing Deadline** 1/11/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

### *What Milwaukee can offer YOU*

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.

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 and sick leave accrual, and much more.

## **PURPOSE**

The Building Construction Inspection Supervisor manages the strategic efforts of overseeing building construction inspection, boiler inspection, heating ventilation and air-conditioning inspection, mechanical refrigeration inspection, anhydrous ammonia inspection as well as hazardous chemical and liquid storage tank inspection within the City of Milwaukee by enforcing the adopted statutes of the state of Wisconsin and the Milwaukee Code of Ordinances.

## **ESSENTIAL FUNCTIONS**

- Maintain partnerships with City departments, state and federal agencies and community organizations.
- Coordinate and supervisor construction, boiler and hazardous inspection services.
- Work in and promote a team environment.
- Provide expert technical support for all divisions within DNS with respect to building and zoning regulations for interpretation of enforcement.
- Perform inspector evaluations and periodic performance reviews, evaluate and adjust inspector and district workload as necessary. Motivate employees to continuously improve their technical and customer services skills.
- Review permits, records and other section documents for completeness, accuracy and compliance with DNS policy.
- Provide technical training as well as Land Management System training to team members.
- Maintain and enforce the Vacant Building Active Renovation Program.
- Provide in-person and telephone assistance to customers.

- Provide code interpretation for internal and external customers.
- Represent DNS at governmental forums, community meetings, the Standards and Appeals Commission and Municipal court as necessary.

*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 engineering, architecture, construction management or a closely related field.
  - **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 transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*
2. **Three** years of experience as a project manager, engineer or architect involved in the design or construction of buildings.
  - *Equivalent combinations of education and experience may be considered.*
3. **The following certifications are required at time of appointment:**
  - *State of Wisconsin Commercial Building Inspector Certification.*
  - *State of Wisconsin Uniform Code Dwelling Construction Inspector Certification.*
  - *State of Wisconsin Uniform Dwelling Code Heating, Ventilation and Air Conditioning Inspector Certification.*
4. 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.

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

- Knowledge of the State of Wisconsin Commercial Building Code, International Fire Code and Uniform Dwelling Code.
- 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.
- Knowledge of State of Wisconsin Storage Tank Regulations for pressurized and non-pressurized hazardous substances.
- 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.
- 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.
- 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 MS Word, MS Excel, MS PowerPoint, MS Outlook and Land Management Systems (LMS).
- Ability to read and interpret work-related documents such as building and zoning codes.
- Ability to establish and maintain effective partnerships with the public, elected officials, other city departments and co-workers.
- Ability to train team members.
- Ability to manage, coach and mentor others.
- Ability to develop presentations using MS PowerPoint.
- Commitment to customer services.
- Openness and willingness to bring change to the organization as needed.

### **CURRENT SALARY**

Salary (1FX) for City of Milwaukee residents is \$66,435-\$93,010 annually, and the non-resident starting salary is \$64,805-\$90,728. Appointment above the minimum requires approval and will be based on qualifications and experience.

### **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 **January 11, 2016**.

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.

- ***NOTE:*** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*