

CODE ENFORCEMENT INTERN

Recruitment #2006-2553DC-001

List Type	Original
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	7/2/2020 4:30:00 PM
Filing Deadline	7/31/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

Are you seeking an entry-level opportunity wherein you can realize your full potential? Do you approach work with a service orientation and a sincere desire to interact with and help people? This unique opportunity establishes the foundation for a rewarding career in building code enforcement with the City of Milwaukee!

This is a full-time, two-year paid position with benefits that combines classroom training and on-the-job experience to prepare individuals for Code Enforcement Inspector positions. The Intern Program Curriculum described under the minimum requirements below consists of approximately 31 college credits in the fields of English, social sciences, math, computers, architecture, and code enforcement.

PURPOSE

Under the direction of the Code Enforcement Assistant Supervisor, the Code Enforcement Intern (CEI) performs code compliance inspections and conducts public information programs within a designated geographic area. CEIs are also required to attend and complete college-level coursework as defined in the Intern Program Curriculum determined by the Department of Neighborhood Services (DNS); classes are held during work hours, and tuition is paid. Upon successful completion of the experience and educational requirements, the incumbent may be promoted to Residential or Commercial Code Enforcement Inspector with DNS.

ESSENTIAL FUNCTIONS

- Conduct surveys and inspections to identify building maintenance and other code violations. Research properties using the Wisconsin Circuit Court Access Consolidated Court Automation Program (CCAP) case management system and the Land Management System (LMS).
- Meet with residents, property owners, block clubs, and community groups to discuss initiatives to improve neighborhood conditions.
- Satisfactorily handle complaints from homeowners by phone, email, or in person.
- Document and review code violations and graffiti complaints. Take photos using a digital camera, and upload them to the computer system. Monitor and document follow-up actions.
- Prepare, organize, and maintain records of inspections and violations.
- Issue pre-inspection letters and re-inspection fees.

- Issue and enforce orders to correct violations relating to building code maintenance and other violations. Report unsecure properties. Register properties pending foreclosure.
- Attend classes, in-services, and other training sessions as prescribed by DNS.

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

The Code Enforcement Intern must be willing and able to do the following:

- Perform field work in all Milwaukee neighborhoods.
- Perform interior inspections on residential properties.
- Comply with the departmental dress code.
- Climb ladders, stoop, and bend.
- Work outdoors in all weather conditions.

Notes:

- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.
- Code Enforcement Interns must be flexible to participate in required classes virtually, in-person, or via blended learning.

MINIMUM REQUIREMENTS

1. At least 18 years of age by **July 31, 2020**.
2. Eligibility to enroll in the college-level courses included within the Intern Program Curriculum (*e.g., English, social sciences, math, computers, architecture, and code enforcement*) at time of appointment.
3. Valid driver's license and a good driving record at time of application, throughout the selection process, and throughout employment. **NOTE: 1) Driver's license number must be listed on the application, and 2) Driving records will be checked during the selection process and prior to job offer.**
4. Availability of a properly insured automobile for use on the job at time of appointment and throughout employment (*car allowance provided*).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and interpret the Milwaukee Code of Ordinances and other work-related documents.
- Ability to attend and successfully complete college-level courses defined in the Intern Program Curriculum.
- Ability to apply concepts of basic algebra and geometry and make accurate calculations.
- Observational skills to make determinations regarding code compliance.
- Ability to use sound reasoning to identify conclusions.

- Written communication skills to be able to compose well-crafted correspondence and documentation.
- Oral communications skills to be able to effectively share information with residents, property owners, and community groups, both in person and by phone.
- Interpersonal skills to be able to get along with supervisors, fellow staff, and the public.
- Knowledge of customer service concepts; ability to provide excellent customer service and handle complaints appropriately.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to read body language and remain calm when working with citizens who may be upset.
- Ability to work both as a contributing team member and independently with minimal supervision.
- Ability to learn to use laptop and desktop computers, digital cameras, and mobile phones.
- Ability to read maps.
- Planning skills to be able to accomplish work under deadline; flexibility to adjust priorities as needed.
- Organizational skills to maintain accurate inspection records.
- Ability to maintain awareness of one's surroundings and perform work in a safe manner.
- Honesty, integrity, and the careful and responsible usage of organizational resources.
- A commitment to improving neighborhood conditions throughout the city.

CURRENT SALARY

The current starting salary (PG 3AN) is \$26,875 annually, and the current resident incentive starting salary for City of Milwaukee residents is \$27,681.

Upon successful completion of the CEI Program, incumbents may be promoted to Commercial Code Enforcement Inspector or Residential Code Enforcement Inspector (PG 3LN), for which the current starting salary is \$42,539, and the starting salary for City of Milwaukee residents is \$43,815. Appointment will be made according to the City's salary ordinance, which can be viewed by clicking on this link:

<https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2020SalaryOrdinance05-27-20PP13.pdf>.

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

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 **July 31, 2020**. 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.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.

CONCLUSION

EEO 605

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