

# NEIGHBORHOOD IMPROVEMENT PROJECT INSPECTOR

Recruitment #1503-2541DC-001

**List Type** Original

**Requesting Department** DEPT OF NEIGHBORHOOD SRVCS

**Open Date** 5/15/2015

**Filing Deadline** 6/5/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

The Neighborhood Improvement Project (NIP) is a federally funded program that enables qualifying residents to have their homes repaired to meet health and safety code requirements and also funds new housing construction. Community housing agencies identify homeowners who meet the requirements of the Program.

## **PURPOSE**

Provides comprehensive property inspections, creates and approves scopes of work, estimates rehabilitation costs, assures rehabilitation and new construction work meets building codes and City of Milwaukee Code of Ordinance, City of Milwaukee construction specifications, compliance with Federal HUD and State HUD regulations. Inspects and signs off on construction permits, and approve payment requests to contractors and agencies.

## **ESSENTIAL FUNCTIONS**

- Perform initial inspection with homeowner or DCD/NIDC staff for code violations, health and safety repairs, and maintenance items.
- Use Neighborhood Improvement Project system, field notes, measurements and photographs to write scopes of work.
- Perform progress inspections throughout the duration of the activity to ensure compliance with project scope, building codes, City specifications, Federal HUD regulations, and State DHFS regulations.
- Approve contractor draw requests. Approve contractor progress and final draw requests.
- Approve change orders for required additional work. Grant final approval at completion of work.
- Perform progress inspections and meetings to clarify with contractor. Perform final code compliance inspections.
- Abate orders at completion of project.
- Inspect all permitted construction and HVAC work.
- Review and approve contract draw request for HUD HOME fund projects. Approval of final forms for HUD/CDBG for HOME funded projects.
- Issue Certificate of Code Compliance and Certificate of Occupancy approval at completion of large In Rem projects.
- Meet with clients including homeowners, contractors and community groups in person or over the phone to explain the Neighborhood Improvement Project, coordinate construction work, and provide technical support.
- Prepare reports and correspondence relating to project activity. Maintain photo folder for each project. Log inspection activity in NSS and NIP database.
- Handles complaints and maintains communications with complainants regarding complaints.

## ***Neighborhood Improvement Project Inspector***

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*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**

- Ability to travel to and from construction sites throughout the City.

### **MINIMUM REQUIREMENTS**

1. Five years of experience in residential housing inspection, rehabilitation or new housing construction.  
**OR**
2. Bachelor's Degree in architecture, engineering, or a related field and one year of experience in housing rehabilitation or new housing construction as described above.
  - a. **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.
  - b. **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.****OR**
3. Current status as a Residential or Commercial Code Enforcement Inspector with the City of Milwaukee's Department of Neighborhood Services and three years of experience in residential housing rehabilitation or new construction as described above.
  - *Equivalent combinations of education and experience may also be considered.*
4. Possession of the following certifications within **six** months of appointment:
  - a. State of Wisconsin certification UDC-Construction Inspector Certification.
  - b. State of Wisconsin certification as a Lead (Pb) Risk Assessor.
5. Valid driver's license and the use of a properly insured personal automobile (car allowance provided) at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Experience working with Federal, State or City grant-funded programs.

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

- Knowledge of accepted practices used in rehabilitation.
- Knowledge of accepted standards and materials used in the construction of new residential homes.
- Knowledge of building codes pertaining to the construction of new residential homes.
- Knowledge of carpentry codes pertaining to porches and decks.
- Oral communication skills to speak effectively to various individuals regarding projects.
- Interpersonal skills to build and maintain effective relationships with homeowners, coworkers (including other City department staff), management, and contractors.
- Time management skills to manage workload and meet deadlines.
- Organization skills to prioritize and accomplish work to meet deadlines.
- Ability to read blueprints and drawings.

## ***Neighborhood Improvement Project Inspector***

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- Ability to apply knowledge of building codes and construction practices to examine work and materials and detect deviations from plans, codes and standard construction processes.
- Ability to use mathematics to calculate square footage of roofs, floors and walls.
- Ability use standard office computer hardware and other equipment such as a computer, cell phone, tape measure, and flashlight.
- Ability to bring people together to try to reconcile differences.
- Ability to assert one's authority in a tactful and appropriate manner.
- Ability to demonstrate absolute integrity in performing all jobs duties and responsibilities.

### **CURRENT SALARY**

The current starting salary (PG 30N) for City of Milwaukee residents is \$52,750 annually, and the non-resident starting salary is \$51,455.

### **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 **June 5, 2015**. 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.