

# PLUMBING INSPECTION SUPERVISOR

Recruitment #2001-4936-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	1/17/2020 3:00:00 PM
<b>Filing Deadline</b>	2/7/2020 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

*This Civil Service Examination is being held to fill two vacancies within the Department of Neighborhood Services (DNS):*

- *Plumbing Inspection Supervisor – Plumbing and Sprinkler Section*
- *Plumbing Inspection Supervisor – Cross Connection Section*

*Candidates who meet the minimum qualifications and successfully complete the selection process will be placed on the Eligible List for this position. The specialties will be addressed during the job interview phase of the hiring process within DNS.*

*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.*

## PURPOSE

The Plumbing Inspector Supervisor contributes to the overall health and well-being of the City by overseeing plumbing inspectors who inspect commercial and residential buildings and sites to ensure compliance with City and State plumbing codes.

## ESSENTIAL FUNCTIONS

- Manage strategic efforts to ensure compliance with the plumbing requirements or to prevent and correct cross connection issues throughout the City by partnering with other agencies such as the Department of Public Works (DPW), Milwaukee Water Works (MWW), the State of Wisconsin Department of Safety and Professional Services (DSPS), and the State of Wisconsin Department of Natural Resources (DNR).
- Develop, plan, and coordinate uniform, quality, and timely enforcement of all City and State standards and codes related to plumbing and/or cross connection; maintain responsibility for the clearance of all permits.
- Supervise plumbing inspectors engaged in highly technical and complex code enforcement, ensuring proper distribution of workloads and development of policies and procedures to guarantee effective delivery of services.

- Promote a team environment, and meet with inspectors regularly to review projects and plans.
- Motivate employees to continually improve their technical and customer service skills, and provide ongoing technical training to inspectors; assist with employee performance reviews.
- Ensure that requests for inspectional services and complaints are handled in an accurate, timely, and professional manner.
- Perform self-initiated inspection services, and review department procedures for improvement.
- Perform periodic quality assurance reporting to ensure accurate recordkeeping, thorough documentation, and timely enforcement action.
- Conduct research and regularly provide information regarding plumbing and/or cross connection inspection services to the MWW, elected officials, design professionals, contractors, and the general public.
- Serve as a subject matter expert and trainer for the land management system.
- Prepare revisions to ordinances, rules, and regulations of the Milwaukee Plumbing Code for submission to the Zoning, Neighborhood & Development Committee and the Common Council.
- Represent DNS at Common Council committee hearings and before related industry groups on topics related to plumbing and/or cross connection.
- Supervise other sections when their section supervisors are unavailable.
- Register plumbing contractors. *[Plumbing Section Supervisor]*
- Update and maintain the Milwaukee Cross Connection Manual; implement provisions of the International Fire Code (IFC 2009); and serve as an expert on cross connection issues. *[Cross Connection Section Supervisor]*

*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 Plumbing Inspector Supervisor must be willing and able to do the following:

- Work outdoors in variable weather and environmental conditions as well as tolerate noise and exposure to airborne contaminants.
- Perform inspection services and work requiring moderate physical exertion, including walking distances, climbing stairs, bending, exerting up to 50 lbs. of force occasionally, and lifting and moving objects weighing 10-20 lbs. frequently.

## MINIMUM REQUIREMENTS

1. Three years of experience as a licensed journey-level plumber or licensed master plumber.
2. One year of experience as a plumbing inspector.
3. Licensed journeyman plumber by the State of Wisconsin in accordance with Section 145.05(1) of the Wisconsin Statutes at time of application and throughout employment.
4. The following State of Wisconsin DSPS licenses at time of application and throughout employment:
  - Commercial Plumbing Inspector
  - Uniform Dwelling Code (UDC) Plumbing Inspector
5. The following State of Wisconsin DSPS license within one year and throughout employment:
  - Cross Connection Control Tester
6. Valid State of Wisconsin driver's license and availability of a properly registered and insured automobile at the time of appointment and throughout employment (*mileage reimbursement provided*).

**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. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the college name, the degree completed, and the degree completion date.*

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of plumbing and sprinkler construction technology and techniques, including codes, methods, materials, tools, and tests.
- Knowledge of and ability to interpret the State of Wisconsin DSPS plumbing code at the journeyman level.
- Ability to read and interpret work-related documents, including the City of Milwaukee Rules and Regulations Governing Water Service, the Milwaukee Code of Ordinances, the State of Wisconsin DNR Administrative Code, and National Fire Protection Association (NFPA) Codes.
- Ability to read drawings and plans to be able to understand plumbing, sprinkler, and cross connection systems.
- Knowledge of mathematics, geometry, and algebra to perform calculations and make precise measurements.
- Ability to establish and maintain effective working relationships with plumbers, designers, architects, engineers, attorneys, elected officials, City staff, and the public.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Written communication skills to be able to write correspondence and revise ordinances, rules, and regulations.
- Oral communication skills to effectively share information, respond to inquiries, and handle complaints.
- Knowledge of supervisory principles and practices.
- Ability to effectively supervise staff, including interviewing and evaluating job candidates; assigning and reviewing work; communicating vision, goals, and expectations; monitoring employee performance; and coaching, training, and team-building.
- Ability to coordinate assignments, monitor and analyze work output, and adjust departmental workload accordingly.
- Knowledge of customer service best practices and the ability to incorporate them into operations.
- Ability to think critically to analyze and solve complex problems.
- Ability to learn and master the land management system and skill in using standard applications such as word processing, spreadsheet, and database.
- Skill in planning and organizing to be able to complete projects within deadlines.
- Professionalism, including the ability to be self-assured, flexible, open to change, and calm under pressure.
- Honesty and integrity.

## CURRENT SALARY

**The current salary range (1GX) is \$66,435-\$93,010, and the resident incentive salary range for City of Milwaukee residents is \$68,428-\$95,800. Appointment above the minimum is possible based upon level of experience and other 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#.XiINL2Z8DXg>.

## 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 and the Department of Neighborhood Services reserve 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 **Friday, February 7, 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](http://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](mailto:staffinginfo@milwaukee.gov).

## CONCLUSION

*EEO 104*

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