

RESIDENTIAL CODE ENFORCEMENT INSPECTOR

Recruitment #2003-2561DC-001

List Type	Original
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	4/7/2020 2:00:00 PM
Filing Deadline	5/1/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

Enter the world of residential building inspection by drawing upon your education and experience in architecture, engineering, construction management, or trades in this interesting, varied, and people-oriented position! Code Enforcement Inspectors proactively manage conditions in their designated districts to maintain positive, clean, and safe neighborhoods.

Residential Code Enforcement Inspectors are eligible for lateral transfer into Commercial Code Enforcement Inspector positions with approval of the Commissioner-Building Inspection.

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 Residential Code Enforcement Inspector performs inspections within a geographic district of the City of Milwaukee to ensure that residential properties are maintained, operated, and occupied in accordance with applicable municipal, state, federal, and international codes.

ESSENTIAL FUNCTIONS

- Conduct both interior and exterior inspections of residential occupancies to identify building and nuisance code violations in a thorough, efficient, and professional manner.
- Assess the maintenance, construction, plumbing, and electrical systems and other conditions of residential buildings and their surroundings to determine overall safety and habitability.
- Issue and serve legal orders and citations, explain violations, and enforce ordinances.
- Work with property owners, citizens, neighborhood groups, and other City departments to gain compliance in order to maintain safety, stabilize property values, and improve the quality of life in City neighborhoods.
- Document results of inspections, update departmental records, conduct follow-up re-inspections, and take appropriate action to obtain compliance.
- Complete supporting updates and documentation of written and electronic records in a timely manner according to departmental policies and procedures, including completing daily route sheets, issuing violation letters, and updating computer records in the Land Management System (LMS).

- Attend in-service and other training programs to stay informed regarding city, state, federal, and international codes, including any changes that may be adopted.
- Meet with residents, property owners, block clubs, and community groups to discuss approaches to improving neighborhood conditions and to share information about the services provided by the Department of Neighborhood Services (DNS).
- Represent DNS in legal proceedings as necessary.
- Perform rodent and pest control duties, if assigned to the pest control group.
- Coordinate inspection and regulation of violations with the appropriate DNS trade or enforcement sections.

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 Residential Code Enforcement Inspector must be willing and able to do the following:

- Perform field work throughout Milwaukee.
- Perform interior inspections on residential properties.
- Comply with the departmental dress code.
- Climb ladders, stoop, and bend.
- Work outdoors in all weather conditions.
- Move and lift up to 10 pounds on occasion.

MINIMUM REQUIREMENTS

1. Associate degree in construction management, architecture, engineering, real estate, fire protection management, environmental health, or a related field, **OR**
Two years of experience in a building design and construction trade, such as mechanical, electrical, plumbing, or carpentry, above the level of laborer.
2. Certification as an International Code Council (ICC) Property Maintenance and Housing Inspector as a condition of passing the one-year probationary period.
3. Valid driver's license at time of application, throughout the selection process, and throughout employment and the availability of a properly insured automobile for use on the job at time of appointment and throughout employment (car allowance provided).

Equivalent combinations of education and experience may also be considered.

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.*

DESIRABLE QUALIFICATIONS

- Bachelor's degree in construction management, architecture, engineering, real estate, fire protection management, environmental health, or a related field from an accredited college or university.

- Conversational language proficiency in Spanish or Hmong.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of building and construction principles, methods, and materials, including structural, mechanical, electrical, and plumbing systems.
- Ability to read and interpret policies and procedures and technical material related to fire, electrical, plumbing, and HVAC (heating, ventilation, and air conditioning) codes, real estate and zoning.
- Knowledge of and the ability to interpret codes such as the Milwaukee Code of Ordinances, Wisconsin Commercial Building Code, International Existing Building Code, International Mechanical Code, National Fire Protection Association® (NFPA) codes, and ICC's occupancy classifications and code requirements pertaining to residential occupancies.
- Ability to read plans and blueprints.
- Inspection skills to be able to assess building construction, plumbing, and electrical systems and building surroundings to gauge code compliance, determine habitability, and eliminate fire and safety hazards.
- Oral communication and presentation skills so as to clearly explain technical information to customers.
- Interpersonal skills and the ability to build effective working relationships with colleagues, senior managers, and elected officials; representatives of City departments and other agencies; and property owners, tenants, and community groups.
- Customer service skills, tact, and diplomacy to serve customers from all cultural, educational, and socioeconomic backgrounds professionally and appropriately.
- Ability to be fair, persuasive, empathetic, and calm when working with people who may be upset.
- Written communication skills to be able to create orders accurately and compose well-crafted correspondence and documentation.
- Ability to learn and use job-related software applications and databases as well as laptop computers, digital cameras, and mobile phones.
- Ability to take onsite measurements, perform mathematical calculations, and record data accurately.
- Attention to detail and organizational skills to maintain accurate inspection records.
- Analytical and problem-solving skills; ability to make independent decisions and exercise sound judgment.
- Planning skills to be able to accomplish work under deadline; flexibility to adjust priorities as needed.
- Ability to work efficiently and independently.
- Good spatial orientation and ability to read maps.
- Ability to maintain situational awareness.
- Ability to perform work in a safe manner.
- Commitment to improving neighborhood conditions throughout the City of Milwaukee.
- Honesty, integrity, and careful and responsible usage of organizational resources.

CURRENT SALARY

The current salary range (PAY RANGE 3LN) is \$42,539-\$59,095, and the resident incentive salary range for City of Milwaukee residents is \$43,815-\$60,868. Appointment is at the beginning of the range.

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 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, May 1, 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 207

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