

TRANSFER/PROMOTIONAL OPPORTUNITY
BUILDING CODE ENFORCEMENT INSPECTOR
Department of Neighborhood Services (DNS)

PURPOSE: The Building Code Enforcement Inspector provides support inspection services as part of the legal enforcement process used by the City of Milwaukee to urge owners to correct building code violations on their properties. This position provides for a neutral review of completed and open violations from the department's perspective that are reported in a Municipal Court hearing. The person in this position also legally serves the responsible party when a violation occurs and informs the owner(s) of their Municipal Court hearing date.

ESSENTIAL FUNCTIONS:

- As part of the legal process, personally serves summons and complaints and citations on responsible parties; this includes performing investigative work such as locating owners, corporations, and registered agents.
- Conducts timely reinspections (interior and exterior) of orders and citations for arraignment hearings, further proceedings, trials in Municipal Court, reopened cases, and circuit court cases.
- Completes supporting updates and documentation of written and electronic records in a timely and responsible manner according to department policies and procedures, including completing daily route sheets, issuing reinspection fee letters, updating the status of orders on the Neighborhood Services System (NSS), and updating and maintaining his or her district-related information.
- Acts as Municipal Court liaison in the absence of the Court Administrator.
- Conducts other inspections (fire, code compliance) to alleviate backlogs in other sections as time permits.
- Trains and mentors new employees.
- Represents the Department of Neighborhood Services in legal proceedings whenever necessary.
- Perform other duties and projects as assigned.

CONDITIONS OF EMPLOYMENT:

- The Building Code Enforcement Inspector must be available to work evening and weekend hours when necessary and must comply with departmental dress code.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee at the level of Code Enforcement Inspector I or higher in DNS.
2. Two years of experience performing building inspection services in DNS.
3. Possession of two of the three following certifications:
 - a. State Uniform Dwelling Code (UDC)-Construction Inspector certification.
 - b. State Commercial Building Code certification.
 - c. International Code Council (ICC) Fire Inspector I certification.

NOTE: The final certification must be obtained within nine months of appointment.
4. Valid driver's license and availability of a properly insured personal automobile at the time of employment and throughout employment (car allowance provided).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of State and local construction, building, and fire codes.
- Ability to read, understand, and interpret the related section of the Milwaukee Code of Ordinances.
- Knowledge of code enforcement, property maintenance, and tenant/landlord issues.
- Oral communication skills.
- Listening, negotiation, and persuasion skills.
- Training and coaching skills.
- Written communication skills.
- Analytical and problem-solving skills.
- Ability to exercise sound judgment.
- Interpersonal skills.
- Ability to function and demonstrate an extraordinary amount of patience, tact, and discretion in dealing with various and sometimes difficult situations.
- Ability to understand and follow program protocols while working independently with little direct supervision.
- Planning, organizational, and time management skills.
- Ability to use computer applications, including database, word processing, and spreadsheet programs.
- Stress management skills.

CURRENT SALARY RANGE (553) is: \$1,688.86 to \$2,006.71 biweekly (\$43,910.36 to \$52,174.46 annually).