

BRIDGES & PUBLIC BUILDINGS INSPECTOR

Recruitment #1704-2575DC-001

List Type	Transfer/Promotional
Requesting Department	DPW-INFRASTRUCTURE-FACILITIES
Open Date	5/24/2017 1:00:00 PM
Filing Deadline	6/21/2017 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

****ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED****

PURPOSE

The Bridges and Public Buildings Inspector is responsible for inspection of building projects in connection with new construction, alterations and maintenance work to ensure compliance with contract documents.

ESSENTIAL FUNCTIONS

- Inspect building systems including roofing, underground tanks, heating, ventilating and air conditioning, plumbing, life safety, electrical and structural components.
- Monitor progress of all contractors and subcontractors, and assist contractors in the coordination of overall project to meet construction schedules.
- Perform inspections on multiple projects on a daily basis.
- Prepare daily inspection reports, interview contractor's employees and prepare reports of wage and hour information, contract compliance and monthly summary reports, and minutes on construction progress meetings.
- Inspect site work on building projects including landscaping, sewer, water and paving work.
- Inspect condition of existing buildings and prepare evaluations as part of long-term capital and maintenance.

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

- Availability to occasionally work on weekends, holidays, and during 2nd and 3rd shift to meet contractor operations.
- Must be able to perform physical activities in the work environment that require walking on catwalks and scaffolding, standing, climbing stairs and ladders to heights of 50 feet, crouching, stooping, kneeling, reaching, balancing, and lifting.

- Must be able to work in confined spaces and in trenches.
- Must be able to perform light physical work, exerting up to 10 lbs. of force occasionally and a negligible amount of force constantly to move objects.
- Work outdoors and withstand prolonged exposure to variable weather conditions.
- Wear personal protective equipment (PPE) as required.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. State of Wisconsin Department of Health Services Asbestos Supervisor certification within one year of appointment and throughout employment.
3. Two years of full-time work experience as a Public Works Inspector I.
 - NOTE: College-level engineering curriculum courses, for which an average grade equivalent to “C” was earned, may be substituted for up to one (1) year of the required experience. Substitution will be made on the basis of five (5) credits equals three (3) months of experience and no substitution will be made for less than five (5) credits.
 - If you are seeking a substitution, college transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.
4. Valid driver’s license and the use of a properly insured personal automobile at time of appointment and throughout employment; a car allowance is provided.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Expert-level knowledge of building construction, maintenance and remodeling methods, materials and equipment.
- Knowledge of building mechanical and electrical systems.
- Knowledge of construction trades such as carpentry, painting, masonry and electrical.
- Knowledge of State of Wisconsin and City of Milwaukee building codes and construction safety and security.
- Ability to read and interpret technical documents, contracts, engineering designs, blueprints and specifications
- Written communication skills, including the ability to prepare reports.
- Skill in interacting with a variety of people, including supervisors, contractors, laborers, and citizens.
- Ability to use computer applications including word processing, database and spreadsheets.
- Analytical and problem-solving skills, decision making skills and sound judgment.

- Ability to oversee the work activities of tradespersons assigned to construction projects.
- Ability to organize, plan, and prioritize work to achieve objectives within deadlines.
- Attention to detail.
- Ability to represent the department with professionalism, honesty, and integrity.
- Commitment to professional practice and to remain knowledgeable of industry best practices.

CURRENT SALARY

THE CURRENT SALARY RANGE (PAY RANGE 3LN) for City of Milwaukee residents is \$46,347 - \$59,095 annually and the non-resident salary range is \$45,210 - \$57,645 annually. Appointment is normally at the beginning of the range in accordance with the City of Milwaukee Salary Ordinance.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after ~~June 14, 2017~~ **June 21, 2017**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

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