



PLEASE POST

**City of Milwaukee
Department of Employee Relations
Room 706, City Hall**

Transfer/Promotional Opportunity
ENFORCEMENT and TRAINING SUPERVISOR
(Building Codes Enforcement Supervisor)

BASIC FUNCTION OF POSITION: To ensure that customer needs of health, safety and welfare are met by training and supervising the work of employees in the Nuisance Control and Environmental Health, Commercial and Residential Code Enforcement Divisions. Program oversight includes training and supervision of new nuisance control officers, code enforcement interns and code enforcement inspectors. This position will coordinate these activities with the Nuisance and Environmental Control Division Manager, the Commercial Code Enforcement Division Manager and the Residential Code Enforcement Division Manager and report to the Commissioner's office. This position will also work with frontline supervisors in each of these divisions (as necessary) to assist in the completion of the daily programmatic activities. This position will back up other supervisory positions in the aforementioned areas as necessary. Incumbent will work out of the offices located at 4001 S. 6th Street and 841 N. Broadway.

ESSENTIAL FUNCTIONS:

- Design, coordinate, and conduct new employee training and orientation for code enforcement and nuisance control staff
- Facilitate training and coordinate educational programming for code enforcement interns
- Plan, coordinate and supervise code enforcement interns outlining work assignments, reviewing work in progress, evaluating completed work, etc.
- Regularly conduct quality control reviews of new and existing staff documenting employee performance
- Prepare necessary reports to oversee and monitor the work of nuisance control and code enforcement staff
- Propose and present in-service training
- Prepare budgets, activity plans and reports, and other written and statistical reports for the federally funded code enforcement and nuisance control programs
- Act as a liaison with community groups, neighborhood organizations, aldermanic staff, MPD and others to coordinate neighborhood block surveys, sweeps, etc. utilizing code enforcement interns and other code enforcement and nuisance control staff
- Provide back up supervisory support for Residential and Commercial Code Enforcement, the Court Section, Environmental and Nuisance Control sections, as needed
- Represent the Department at public hearings, community meetings and other public forums as directed
- Respond to citizen's questions and complaints and other requests for service
- Perform other related functions as assigned

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee Code Enforcement Inspector II or Nuisance Control Officer II or higher and at least two years of code enforcement experience.
2. Wisconsin Commercial Building Code and International Fire Code certification within one year of appointment.

3. Valid Wisconsin Driver's License and availability of a properly insured automobile for the job at time of appointment and throughout employment (mileage allowance will be provided).

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of enforcement practices and procedures for code enforcement and nuisance control
- Ability to train, educate and motivate employees
- Strong supervisory skills including:
 - Ability to delegate work effectively
 - Evaluation skills: ability to monitor and analyze work output of inspectional staff
 - Ability to tactfully critique an employee's performance and provide constructive feedback and, if necessary, implement corrective action
- Skill in clear and concise oral and written communications to a wide variety of audiences
- Assertiveness skills
- Ability to maintain professional composure and objectivity in dealing with customers, business owners, policy makers, and members of the public
- Interpersonal skills; ability to create and maintain good working relationships with subordinates, the public, and other departmental inspectional, office, and supervisory employees
- Knowledge of City of Milwaukee, state and local building, zoning, construction and fire codes
- Planning and organizational skills; the ability to create and maintain accurate records and required reports
- Analysis and decision-making abilities
- Ability to improve operations and create new programs
- Working knowledge of the DNS – NSS computer system
- Ability to create letters and reports using Microsoft Word, Excel and NSS

CURRENT SALARY RANGE (07): \$53,519 to \$74,922 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Neighborhood Services reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.

Submit your completed application to Thomas Mishefske, DNS Operations Manager, Zeidler Municipal Building, Room 104, Milwaukee, WI 53202 by **September 10, 2010**. Receipt of applications may be discontinued anytime after this date.

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8/26/10

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The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.

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