



Transfer/Promotional Opportunity for

SPECIAL ENFORCEMENT INSPECTOR

Department of Neighborhood Services

THE PURPOSE: Under general supervision, the Special Enforcement Inspector provides specialized inspection and investigative services relating to intensive enforcement of the Building Code including some emphasis on historic preservation and zoning issues. This position has been created to provide a more flexible means to target inspection resources to problem areas.

ESSENTIAL FUNCTIONS:

- ◆ Conducts field inspections of residential and commercial properties with the Building and Zoning Code;
- ◆ Meets with property owners or operators whose properties are not in compliance with the code or certificate to determine the appropriate means to obtain compliance;
- ◆ Assists in identifying special compliance problems associated with specific owners/operators or specific geographic or historic areas;
- ◆ Conducts research relating to property ownership and persons with financial interest in properties to improve enforcement activities;
- ◆ Meets with community groups, other City departments and other enforcement agencies to discuss enforcement problems and strategies;
- ◆ Prepares reports and correspondence relating to enforcement activities;
- ◆ Conducts nuisance property inspections at the request of the City Attorney's office;
- ◆ Performs other job-related responsibilities as assigned.

NOTE: These positions will be functioning primarily in situations where there have been difficulties obtaining compliance with the building code or the zoning code. Consequently, the individual must have a thorough knowledge of the building code and its intent, be familiar with the zoning code and be able to function with a high degree of confidence and tact in adverse situations.

CONDITIONS OF EMPLOYMENT:

- Must be available to work evening and weekend hours when necessary.
- Must comply with departmental dress code.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed Code Enforcement Inspector I or higher level related position within the Department of Neighborhood Services;
2. Completion of probationary period as Code Enforcement Inspector I or higher level related position within DNS;
3. At least two years of experience as a Code Enforcement Inspector I or higher level related position in DNS;
OR
Bachelor's degree in architecture, engineering, construction management or a highly related degree;
4. Possession of the State Building Code Certification (IBC), the State Uniform Dwelling Code Certifications (UDC) and an international Fire Inspector Certification (IFC) or other Fire Inspector Certification approved by the department within one year of appointment.
5. Valid driver's license and availability of a properly insured personal automobile at the time of appointment and throughout employment (car allowance provided).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:

- ◆ Knowledge of the Essential Service Ordinance; Chapter 275 of the City's Building Maintenance code; placard procedure; complaint intake procedure; rent withholding/abatement programs; and general aspects of the Building Maintenance Code
- ◆ Knowledge of building and construction principles
- ◆ Knowledge of codes related to fire, electrical, plumbing, real estate and zoning.
- ◆ Oral communication skills, including the ability to convey technical information in an understandable manner, communicate effectively with a wide variety of people in person and on the telephone and communicate information in a public setting.
- ◆ Written communication skills including the ability to create orders accurately and prepare correspondence conveying technical information in an understandable manner.

Special Enforcement Inspector

- ◆ Interpersonal skills, including the ability to handle a variety of interpersonal situations, diffuse volatile/tense situations, handle/calm angry persons, be persuasive, empathetic and treat all persons the same, provide uniform enforcement and work collaboratively.
- ◆ Computer skills including proficiency with Word, e-mail, database and spreadsheet
- ◆ Strong analytical and critical thinking skills.
- ◆ Ability to apply codes and recognize non-compliance.
- ◆ Ability to plan, prioritize, meet deadlines and change priorities if needed.
- ◆ Ability to work efficiently and independently.
- ◆ Ability to take charge of situations.
- ◆ Ability to exercise sound judgment, make independent decisions and be creative in finding solutions to problems.
- ◆ Ability to handle stress.
- ◆ Ability to train others.
- ◆ Honesty and integrity
- ◆ High level of responsibility
- ◆ Self motivated; self starter

THE CURRENT SALARY RANGE (572) is: \$1,851 - \$2,261 biweekly.

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, oral interview 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 performance test or oral interviews. Information from the selection process will be used to make hiring decisions. *The selected candidate will be transferred or promoted to this position.*

APPLICATION PROCEDURE: The employment application for this position is available from the Department of Employee Relations website: www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554 or by calling 414.286.3751.

Return or send your completed application to: Clyde Hutchinson, Manager of Special Enforcement, Department of Neighborhood Services, 4001 S. 6th Street, by June 28, 2011.