

Building Construction Inspector I

Department of Neighborhood Services

Vacancies can occur in the Construction Section and in the Condemnation Section of the Department of Neighborhood Services (DNS); the current vacancy is in the Condemnation Section.

PURPOSE: The Building Construction Inspector I inspects the construction of buildings and other structures to make certain that they comply with State codes and City ordinances.

ESSENTIAL FUNCTIONS:

- Researches commercial building codes, UDC codes, and ordinances to determine compliance.
- Investigates and resolves referrals and service requests from citizens, alderpersons, and representatives of other departments.
- Identifies faulty or inadequate construction methods or code violations during on-site inspections.
- Drafts and sends to owners legally enforceable orders to correct conditions in cases of noncompliance.
- Explains code violations and other issues to owners of buildings or businesses and to professionals.
- Advises owners or professionals on how to correct violations or construction-related problems.
- Inspects demolition sites to insure compliance with codes.
- Performs other job-related tasks as assigned.

Condemnation Section-specific functions:

- Inspects vacant buildings that are dilapidated, fire damaged, or in such disrepair as to be dangerous and unfit for human habitation for possible condemnation action.
- Inspects condemned structures allowed to be repaired during remodeling or repaired to ensure compliance with codes.
- Prepares and testifies at Standards and Appeals Commission and Circuit Court for condemnation orders that are appealed.

Construction Section-specific functions:

- Inspects structures during construction, remodeling, or repair to ensure compliance with codes.
- Testifies in municipal court against owners of buildings for failure to correct violations of the codes.

CONDITIONS OF EMPLOYMENT:

- Incumbents will be expected to conform to a uniform dress code prescribed by the department. A clothing allowance, as provided for in the appropriate labor contract, may be provided.
- The Building Construction Inspector I must be willing to work around construction sites and vacant buildings as well as in all weather conditions.

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. Five years experience as a certified building construction inspector, journey-level carpenter, journey-level mason, journey-level steamfitter, journey-level sheetmetal worker, construction superintendent, or contractor.

-OR-

Bachelor's Degree in architecture, engineering, building construction, or a related field from an accredited college or university **AND** one year of experience in building construction or a comparable field. *NOTE: Copies of transcripts should be submitted with application -OR- sent to the City of Milwaukee, Department of Employee Relations, ATTN: Box BCI-I, 200 E Wells St, Rm 706, Milwaukee, WI 53202. Student copies are acceptable.*

-OR-

Associate's Degree in architecture, engineering, building construction, or a related field from an accredited college or university **AND** three years of experience in building construction or a comparable field. *(See note, above, regarding transcripts.)*

NOTE: Code enforcement experience will be considered only for the time period it is accompanied by Wisconsin Department of Commerce certification as a Commercial Building Inspector and UDC-Construction Inspector, for a maximum of three years of the required experience.

Equivalent combinations of education and experience may be considered.

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2. Certification by the Wisconsin Department of Commerce as a Commercial Building Inspector, UDC-Construction Inspector, and UDC-HVAC Inspector of one- and two-family dwellings within six months of appointment..
3. Valid driver's license and availability of a properly insured automobile at the time of appointment and throughout employment; car allowance provided.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ◆ Knowledge of building construction practices and techniques.
- ◆ Knowledge of mechanical and structural concepts as they apply to buildings.
- ◆ Knowledge of methods and materials used in building construction projects.
- ◆ Skill in reading and recognizing violations of applicable building and zoning codes.
- ◆ Skill in reading and interpreting working drawings, plans, blueprints and specifications.
- ◆ Knowledge of the inspection methods and materials of construction in building projects, and ability to perform inspections to ensure code compliance.
- ◆ Knowledge of proper safety practices.
- ◆ Skill in preparing analytical reports on compliance with standards and code.
- ◆ Ability to understand and perform complex calculations.
- ◆ Analytical skills.
- ◆ Report preparation skills.
- ◆ Oral and written communication skills.
- ◆ Interpersonal skills and customer service skills.
- ◆ Assertiveness skills.
- ◆ Ability to maintain accurate and detailed records.
- ◆ Physical ability to navigate construction sites and buildings that are in poor condition.

CURRENT PAY RANGE (549): \$51,455-\$60,432 annually with excellent benefits. Recruitment for this position is normally at the beginning of the pay range, but based on the experience of the applicant, may be up to the fourth step, \$58,671. Upon successful completion of a minimum of two years of work experience, the employee may be eligible for promotion to the Building Construction Inspector II level, with a current pay range (589) of \$58,671-\$66,035.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training & experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 26, 2011**. 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.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from 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.