

SANITATION INSPECTOR

Department of Public Works

THE PURPOSE: Sanitation Inspectors provide code enforcement coordination as it relates to solid waste and recycling ordinances including garbage containment, cart placement, bulk item pickups and sidewalk conditions (*snow, ice, etc.*).

ESSENTIAL FUNCTIONS

- Perform ordinance and code enforcement for solid waste and recycling issues.
- Perform screening and give directions to users of City of Milwaukee self help centers.
- Perform ordinance and code enforcement for sidewalk snow and ice removal.
- Document and maintain code enforcement records and reports as needed.
- Attend public hearings regarding neighborhood and aldermanic issues as well as citizen appeals at the Administrative Review and Appeals Board.
- Perform other duties 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. One (1) year of experience conducting inspections or working in a compliance capacity with codes, ordinances, regulations or statutes.
2. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Familiarity with Milwaukee street system
- Familiarity with City Solid Waste regulations
- Familiarity with State and Federal Hazardous Waste regulations
- College coursework

KNOWLEDGE AND SKILLS REQUIRED

- Strong oral and written communication skills
- Ability to read and interpret codes and ordinances
- Ability to deal tactfully with citizens and public officials
- Ability to read and interpret street maps
- Ability to work independently and make appropriate decisions
- Proficiency with personal computer operations
- Operational knowledge of Microsoft Office's Word and Excel programs
- Ability to effectively manage time
- Ability to work without supervision

THE CURRENT SALARY RANGE (500) IS \$33,316 to \$36,708 annually with excellent benefits. These are 2006 rates.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance exams; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. 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 **October 22, 2010**. Receipt of application materials may be discontinued anytime after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which an appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

APPLICATION MATERIALS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, online at www.milwaukee.gov/jobs, or by calling (414) 286-3751.