



CITY OF KENOSHA
invites applications for the position of:
Supervisor of Inspections

An Equal Opportunity Employer

SALARY: \$5,136.00 - \$6,604.00 Monthly
\$61,632.00 - \$79,248.00 Annually

OPENING DATE: 02/02/18

CLOSING DATE: 02/26/18 11:59 PM

GENERAL OVERVIEW OF POSITION:

Under general direction of the Deputy Director of Community Development and Inspections, ensures the safety, conformance and compliance with all applicable laws, codes, ordinances and regulations related to property maintenance, building and construction. Responsibilities include supervising Inspectors and subordinate staff who perform a wide range of property, building, electrical, mechanical, plumbing, and HVAC inspections. The incumbent will be responsible for the interpretation of the General Code of Ordinances and will perform evaluations of the quality and quantity of inspector's work. The employee is expected to exercise independent judgment and discretion in achieving program and departmental objectives and solving problems in their areas of work. Work requires the use of technical knowledge and problem solving skills and is evaluated through performance goals and conferences. Performs other related duties as necessary.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Coordinates the housing inspection and code enforcement activities associated with the maintenance of existing occupied or unoccupied residential and commercial property in the City.
- Coordinates Neighborhood Inspection Program (NIP) including assisting in selecting areas and assigning inspectors.
- Oversees inspections of annual licenses such as mobile home parks, scrap and salvage dealers and lodging houses.
- Issues orders or special charges on property maintenance and building code violations.
- Meets with architects, engineers, owners, builders and contractors to provide technical advice on City building standards and related permitting needs and procedures.
- Develops new codes and ordinances.
- Provides daily supervision of full and part-time inspection staff. Trains, evaluates, coaches, and disciplines subordinate employees; assigns routine, special and follow-up projects.
- Follows up on complaints, violations, disputes and participates in the resolution of these situations.
- Carries out requirements established in the General Code of Ordinances, as well as pertinent State and Federal laws and regulations.
- Recommends and implements new policies and assists with the planning and development of new programs.
- Resolves homeowner and contractor inquiries and complaints; responds to requests from other departments.
- Prepares and reviews reports.
- Attends meetings, conferences and seminars; develops new codes and ordinances;

reviews code changes; makes presentations; prepares correspondence.

- Conduct outreach to community groups including landlords.

REQUIREMENTS:

- Bachelor's degree from an accredited college or university in public health, management, engineering, construction, architecture or related field.
- Six (6) years of customer service experience of which two (2) years must be at a supervisory capacity.
- A minimum of three (3) years experience in property maintenance, code enforcement and/or building inspection.
- Certification as a Property Maintenance & Housing Inspector through the International Code Council and one State of Wisconsin Building Inspector certification as determined by the department are required to be obtained within one (1) year of employment.
- Experience in construction practices desirable.
- **An equivalent combination of education, training and experience may be considered.**
- Possession of a valid driver's license and a good driving record. May be required to provide a vehicle for use on the job.

Knowledge, Skills & Abilities:

- Knowledge of current practices and methods employed in building and related construction trades.
- Knowledge of City and State Laws, regulations, codes and ordinances governing building standards, zoning and housing, and certification and licensing of contractors.
- Ability to effectively train and supervise inspectors.
- Ability to plan, organize, assign and direct to work of subordinates.
- Ability to verify and enforce violations cited by those in the field.
- Ability to prepare complex reports.
- Ability to issue violation and/or stop work orders when necessary and file reports on violations.
- Ability to read, understand and interpret plans, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, superiors, subordinates, and fellow employees.
- Skill in enforcing conformity with firmness, tact and impartiality.
- Knowledge of City code enforcement and municipal court procedures.
- Knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may most easily be observed and corrected.
- Ability to solve complex problems and meet multiple deadlines and demands.
- Ability to consult with and enlist the cooperation of building owners, tenants, contractors, and the public and to establish effective working relationships with subordinates.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles and office equipment in which manipulative skills and hand-eye coordination are important.

Environmental Requirements:

- Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements:

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

METHOD OF SELECTION:

Applicant's education, training and experience will be analyzed. Written, oral and/or proficiency exams may be required to establish eligibility. Appointment to the position will be in accordance with City policy and Civil Service Rules and Regulations. The City of Kenosha reserves the right to further evaluate only those applicants who best meet the needs of the City of Kenosha.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kenosha.org>

Job #201700827
SUPERVISOR OF INSPECTIONS
NM

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM
Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street
Room 205
Kenosha, WI 53140
Phone: (262) 653-4130
Fax: (262) 653-4127

OUR OFFICE HOURS:

8:00 AM - 4:30 PM, Monday - Friday
An Affirmative Action/Equal Employment Opportunity Employer M/F/D

Supervisor of Inspections Supplemental Questionnaire

- * 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application/resume. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.
- Yes and I understand and agree
 - No I disagree
- * 2. Please indicate the highest level of education that you have achieved.
- Some high school
 - High school diploma, GED or equivalent
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
- * 3. How many years of customer service experience do you have?
- I do not have this experience
 - 1 year or more, but less than 3 years
 - 3 years or more, but less than 6 years
 - 6 years or more, but less than 8 years
 - 8 years or more
- * 4. How many years of supervisory experience do you have?
- 0-1 years
 - 2-4 years
 - 5+ years
- * 5. Do you have a Certification as a Property Maintenance & Housing Inspector through the International Code Council?
- Yes
 - No
- * 6. Please indicate which Wisconsin Building certifications you currently hold:
- UDC Plumbing Inspector
 - UDC HVAC Inspector
 - UDC Electric Inspector
 - Cert. WI Commercial Inspection
 - None of the above
7. Please list any related certifications you have below.
- * 8. How many years of housing code enforcement and/or building experience do you have?
- less than 1 year
 - 1 year
 - 2 years
 - 3 years

- 4 years
- 5 years or greater

- * 9. A person is not qualified for initial employment ONLY if the person would be immediately supervised by a relative. For purposes of this rule, "Relative" includes any member of your immediate household or any person whose relationship by blood or marriage is as close as or closer than first cousin, grandparent or grandchild, including step relationships. Based upon this definition of "relative", do you have any relatives employed or serving in the capacity as an elected official with the City?

- Yes
- No

10. If you answered yes to the question above, please list the name(s) and relationship(s) of your City-employed relative(s).

* Required Question