

# CODE ENFORCEMENT INTERN

Recruitment #1504-2553DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	4/16/2015
<b>Filing Deadline</b>	5/6/2015 11:59:00 PM
<b>HR Analyst</b>	Lindsey O'Connor

## **INTRODUCTION**

This is a two year training position that combines classroom training and on-the-job experience to prepare individuals for Code Enforcement Inspector positions. The Intern Program Curriculum described under the minimum requirements below consists of approximately 31 college credits in the combined fields of English, Social Sciences, Math/Computers, Architecture, and Code Enforcement.

## **PURPOSE**

The Code Enforcement Intern performs code compliance inspections and conducts public information programs within a designated geographic area. Code Enforcement Interns are also required to attend and complete college-level coursework as defined in the Intern Program Curriculum determined by the Department of Neighborhood Services. The experience as a Code Enforcement Intern, combined with the coursework set forth in the Intern Program Curriculum, is intended to prepare the incumbent for promotion to Residential Code Enforcement Inspector positions within the Department of Neighborhood Services.

## **ESSENTIAL FUNCTIONS**

- Conduct surveys and inspections to identify building maintenance and other code violations. Research properties using CCAP and NSS.
- Meet with residents, property owners, block clubs and community groups to discuss initiatives to improve neighborhood conditions.
- Handle complaints from homeowners by phone, email or in person.
- Take pictures using a digital camera. Upload pictures from a digital camera to the computer.
- Document and review code violations and graffiti complaints. Monitor and document follow up actions.
- Prepare, organize and maintain inspection records and violations.
- Issue pre-inspection letters and re-inspection fees.
- Issue and enforce orders to correct violations relating to building code maintenance and other violations.
- Report unsecure properties.
- Register properties pending foreclosure.
- Attend classes, in-services and other training sessions.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **Code Enforcement Intern (DNS)**

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### **MINIMUM REQUIREMENTS**

1. Eligibility to enroll in the college-level courses included within the Intern Program Curriculum is required at the time of application.
2. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment (car allowance provided).

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of customer service concepts and methods.
- Observational skills to make a determination on code compliance.
- Ability to attend and complete college-level courses defined in the Intern Program Curriculum.
- Ability to use equipment such as laptop computer, desktop computer, digital camera, cell phone, office phone, and internet browser.
- Ability to climb stairs, stand and stoop.
- Ability to communicate effectively through verbal speech by phone and in-person.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively in writing by email and by letter.
- Ability to read and interpret the Milwaukee Code of Ordinances.
- Ability to use reasoning to identify conclusions.
- Ability to identify body language of others.
- Ability to plan and prioritize work for the day and meet deadlines.
- Ability to change priorities as needed.
- Ability to work collaboratively.

### **CURRENT SALARY**

The current starting salary (PG 3AN) for City of Milwaukee residents is \$26,875 annually, and the non-resident starting salary is \$26,216.

### **SELECTION PROCESS**

**The selection process** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, 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.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **May 6, 2015**. 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. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.