

# Job Description

## Human Resource Use Only

**Position Number:**  
**Step/Grade -**  
**Effective Date: 1/2018**

### POSITION IDENTIFICATION

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**Position Title:** Housing Enforcement Inspector  
**Division:** Fire Rescue Department Life Safety Neighborhood Services Division  
**Status:** Full Time Non-Exempt  
**Normal Workweek:** Varies

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Deputy Fire Chief of Code Enforcement

### POSITION PURPOSE

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Under the administrative direction of the Deputy Fire Chief of Code Enforcement, performs a variety of technical duties in support of the City's code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations, including state and federal regulations related to zoning, building, general nuisances, health and safety, right-of-way encroachments and other matters of public concern; and serves as a resource and provides information on city regulations to property owners, residents, businesses, the general public, and other city departments.

### ESSENTIAL DUTIES

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- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with city ordinances and state and federal regulations, including those pertaining to zoning, flood, land use, building, general nuisance, health and safety, right of way encroachments and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of city codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations and requirements for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take and maintain photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

- Evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend committee meetings and serve as a resource to other City departments, the general public, and outside agencies in the enforcement of city, state and local ordinances enforced by the city; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

## **OTHER DUTIES**

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- Perform related duties as necessary.

## **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	Associate Degree Consideration will be given to candidates possessing a combination of formal training, specific courses, or education along with considerable experience that provides the required knowledge, skills and abilities for the position as determined by management.
<b>Experience:</b>	Minimum of one year experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable. Computer skills including current Microsoft Office Suite and department related software.
<b>Certifications/Licenses:</b>	Must possess a UDC Building Inspector Certification within one year of hire date. Must possess and maintain a valid Wisconsin driver's license.

## **KNOWLEDGE, SKILLS, & ABILITIES**

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- Maintains high standards of accuracy in exercising duties and responsibilities. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.
- Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.
- Assumes responsibility for completing assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to the Deputy Fire Chief or his designee with respect to vacation time and leave requests.
- Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

- Exercises analytical judgment in areas of responsibility. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.
- Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.
- Shares knowledge with Mayor and City Council, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.
- Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

## BACKGROUND CHECK

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Condition of employment

## PHYSICAL DEMANDS

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Performance of essential functions requires a capacity to intermittently sit, stand, walk, bend, crouch, crawl, climb, and lift moderately heavy (25-30 pounds) objects.

**Physical Effort:** Performance of tasks associated with job performance. Ability to talk and hear; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work day consists of approximately 80% working outdoors and 20% indoors. Outside work includes walking on uneven, dirty, and slippery surfaces. It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.