

ERICA LEWANDOWSKI

• MILWAUKEE, WISCONSIN 53207 •

ERIELEW@GMAIL.COM

A highly skilled and dynamic administrator with years of experience in City development, building, fire and zoning code enforcement, program innovation and implementation, and staff management. Daily functions include operations management, critical problem solving, strategic planning, technical development and community outreach. Extensive private and public sector experience.

Strengths

- ✓ Thorough understanding and expertise in the interpretation and implementation of Zoning, Commercial, Fire and Residential building codes; Extensive experience working with diverse customers to achieve compliance, and produce positive results.
- ✓ Responsive, comprehensive management of all technical operations, training and development.
- ✓ Proven leadership and team building skills resulting in value-added organizational outcomes.
- ✓ Excellent verbal communication skills; Representation at hearings and meetings, appeals, public forums and media interviews. Precise preparation of written technical correspondence and documentation.
- ✓ Capability to meet fixed deadlines, work within budgetary constraints, and maintain consistent organizational fiscal accountability.
- ✓ Expert understanding of the permitting process, including issuance of occupancy and zoning certificates, and all construction and trades related permitting and plan review.

CORE COMPETENCIES

Strategic Planning and Leadership
Advanced Technical Skills

Employee Management / Team Development
Professionalism and Work Ethic

CURRENT EXPERIENCE

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Commissioner of Building Inspection

2019–Present

EARLIER CAREER

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Operations Director

2017

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Special Enforcement Manager

2014 - 2017

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Special Enforcement Supervisor

2012 - 2014

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Special Enforcement Inspector

2009 - 2012

DEPARTMENT OF NEIGHBORHOOD SERVICES • Milwaukee, WI

Environmental Hygienist

2000 - 2009

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EDUCATION

University of Wisconsin Milwaukee • 2014 - May 2016

- Certificate in Public Administration

Milwaukee School of Engineering • 1999 - 2010

- Credits in Master's program - Environmental Engineering

University of Wisconsin Milwaukee • 1998

- Bachelor of Science in Biological Aspects of Conservation, Minor in Biology

PROFESSIONAL DEVELOPMENT

- Certificate in Public Administration
- Commercial Building Code Inspector
- UDC- Construction
- UDC- HVAC
- UDC- Plumbing
- Fire Inspector I
- Fire Inspector II
- Ongoing International Fire Code Training and Review
- Ongoing International Building Code Training and Review

AFFILIATIONS

- **Member** - BIASEW, WCOA, International Code Council, Wisconsin League of Municipalities, Wisconsin City Managers Association