

ERICA LEWANDOWSKI

• MILWAUKEE, WISCONSIN 53207 •

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

RELATED EXPERIENCE

SAFEBUILT LLC • Pewaukee, WI

Senior Regional Operations Manager -WI / IL

2017–Present

- Provide complete management and oversight of the entire WI business operation, including P&L ownership, staff oversight, budgeting, strategic planning, program development and customer development and retention.
- Evaluate regional, state and office-level operations including company goals and objectives, financial targets, customer service metrics, operational efficiencies, staffing levels, and conformance with local and state regulations.
- Develop and maintain strong relationships with key municipal contacts, and develop targeted strategies to meet the Building Inspection needs of customers.
- Oversee project plans and resource allocation for large projects and initiatives.
- Ensure highly professional, detail-oriented, timely responses to complaints, re-inspections, and special projects. Effectively communicate technical inspection outcomes to elected officials, and the general public. Possess ultimate responsibility for all business actions.
- Provide advanced technical support to answer complex building code and zoning code questions to all sections of the organization. Oversee plan review and issue permits including construction, plumbing, electrical, erosion control, occupancy and zoning certificates, and others.

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- Encourage business growth and development through positive interactions with community groups, contractors and business owners. Ensure that regulatory footprint is protective of public health and safety, yet encourages free-enterprise and growth.

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

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