



Department of Neighborhood Services

Jezamil Arroyo-Vega
Commissioner

Kristen M. Reed
Operations Director

May 6, 2024

Harper Donahue IV
Director, Employee Relations
City Hall, Room 706

Subject: Exempt Status for Building Construction Inspection Division Manager

Director Donahue:

The Department of Neighborhood Services respectfully requests the exemption of the position of Building Construction Inspection Division Manager (1QX).

The Building Construction Inspection Division Manager provides vision, direction, and managerial oversight for all Trades Inspection activities for the City of Milwaukee Department of Neighborhood Services (DNS) including construction, plumbing, cross connection, electrical, elevator, boiler, and fire protection.

This position, along with the Development Center Manager, also exempt, reports directly to the DNS Operations Director that oversees both divisions. The Construction Inspection Division Manager has frequent interaction with, receives direction from, and is expected to carry forward the mission of the Commissioner of Neighborhood Services. This often requires confidentiality, discretion and judgement with sensitive matters related to major development and construction projects throughout the City of Milwaukee.

The Construction Inspection Division Manager also frequently represents the City of Milwaukee as a code official at a local, state, and national level providing opinion, testimony, and establishing a position that is representative of the best interests of the City. There is an expectation that this individual understand and support the mission, goals, and values of the department and administration.

We appreciate your consideration of this request. If you need any further information please contact our Human Resources Administrator, Sha’Nese Burnell Jones at 286-2563. A copy of the job description is attached for your review.

Respectfully,

Jezamil Arroyo Vega
Commissioner





Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: May 17, 2024

RE: Request from the Department of Neighborhood Services (DNS) to **re-exempt** the position of Building Construction Inspection Division Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Building Construction Inspection Division Manager	1	1QX \$168,669-185,792

Please find attached a request from Department of Neighborhood Services Commissioner Arroyo Vega to **re-exempt** the position of Building Construction Inspection Division Manager. A copy of the current job description is attached.

The Building Construction Inspection Division Manager provides vision and direction for all the trades inspection activities for the City of Milwaukee, including construction, plumbing, electrical, elevator, boiler and fire protection.

A parallel position, the Development Center Manager, is also exempt. The Building Construction Inspection Division Manager will represent the DNS as a code enforcement official at the local, state and national level. Accordingly, it is imperative that the incumbent is aligned with the Commissioner's vision and mission and advocates in these forums in the best interest of the City of Milwaukee.

For the reasons above, I recommend that the request to exempt the Building Construction Inspection Division Manager be granted. Please contact me at 414.286.8643 should you have additional questions relative to this request.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 05/06/2024		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent: Jezamil Arroyo-Vega		If YES, indicate underfill title in box 10.	
5. Department: Neighborhood Services, Dept. of			Bureau:		Unit:
			Division: Construction Trades Division		Section: Trades Division
6. Work Location: 841 N Broadway			Telephone: 286-2535 Email:		Work Schedule: Hours: 7:30a.m.- 4:15p.m. / Days: Monday-Friday
7. Represented by a Union? NO		8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None			9. FLSA Status: EXEMPT
10.	Official Title: Building Construction Inspection Division Manager			Pay Range 1QX	Job Code 4887
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
	Recommended Title (DER Use Only):			Approved by: _____ Date:	

11. BASIC FUNCTION OF POSITION:

Provide vision, direction, and managerial oversight for all Trades Inspection activities for the City of Milwaukee Department of Neighborhood Services including: construction, plumbing, cross connection, electrical, elevator, fire protection, and boiler. Plan and direct activity of supervisors for each trades section. Manage and monitor staffing levels throughout the division. Provide direction for hiring and training of new staff. Server as a technical expert within the division, department, and city government providing direction and opinions regarding complex multifaceted code questions and interpretations. Field, troubleshoot, and provide excelent customer service in response to complaints that escalate beyond the section supervisors. Establish and communicate expectations for the section. Regularly meet with supervisors and their teams to review activity, understand challenges, and improve processes. Occassionally perform field inspections and reivew plans to verify quality of work and address technically complex building code and construction issues. Participate in DNS variance committee hearings. Engage in and stay abreast of national, state, and local code developments, trends, and changes. Ensure that the dvision is providing uniform, consistent, high quality inspection services for citizens and contractors. Practice and promote equity and inclusion both within the department and throughout the community.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25%	• Provide managerial oversight and direction for all Trades Inspection activities for the City of Milwaukee Department of Neighborhood Services including: construction, plumbing, cross connection, electrical, elevator, fire protection, and boiler.
20%	• Manage Trades Division Supervisors and administrative support staff activity to ensure the mission of the department is being carried out.
10%	• Review work, department direction, and provide support and code interpretations.

% of Time	ESSENTIAL FUNCTION
10%	<ul style="list-style-type: none"> Meet with supervisors and inspectors to review plans and projects to provide code interpretation and direction.
10%	<ul style="list-style-type: none"> Provide in-person and telephone assistance to customers.
10%	<ul style="list-style-type: none"> Provide code interpretation for internal and external customers.
10%	<ul style="list-style-type: none"> Represent DNS at governmental forums, community meetings, the Board of Standards and Appeals, the DNS variance committee, and Municipal Court as necessary.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> Perform other job-related tasks as assigned.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
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	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Neighborhood Services Operations Director

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position receives limited supervision and direction from the Operations Director or Commissioner.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **15**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

		a. Assign duties	e. Sign or approve work
		b. Outline methods	f. Make hiring recommendations
		c. Direct work in progress	g. Prepare performance appraisals
		d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)	
10	Building Construction Inspectors	a,b,c,d,e,f,g,h	
2	Boiler Inspectors	a,b,c,d,e,f,g,h	
2	Office Assistant II	a,b,c,d,e,f,g,h	
5	Office Assistant III	a,b,c,d,e,f,g,h	
5-6	Trades Supervisors	a,b,c,d,e,f,g,h	
9	Electrical Inspectors	a,b,c,d,e,f,g,h	
5	Elevator Inspectors	a,b,c,d,e,f,g,h	
10	Plumbing Inspectors	a,b,c,d,e,f,g,h	
10	Cross Connection Inspectors	a,b,c,d,e,f,g,h	
1	Fire Protection Engineer	a,b,c,d,e,f,g,h	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

A 4 year college degree in engineering, architecture, construction management or closely related field from an accredited college. 3-5 years experience at the level of project manager, engineer or architect involved in the design or construction of buildings. 3-5 years experience supervising and/or leading teams. Other combinations of training and experience may be considered.

ii. Knowledge, Skills and Abilities:

Knowledge of State of Wisconsin Commercial Building Code, International Fire Code and Uniform Dwelling Code. Knowledge of Milwaukee Code of Ordinances. Ability to interpret building and zoning codes. Ability to demonstrate knowledge of construction technology. Ability to demonstrate excellent oral and written communication skills. Ability to demonstrate familiarity with Microsoft Office and other database applications. Ability to demonstrate knowledge of Real Estate Law. Ability to demonstrate knowledge of the Department of Natural Resources conservation practice standards. Ability to demonstrate knowledge of zoning administration and code enforcement.

iii. Certifications, Licenses, Registrations:

State of Wisconsin Commercial Building Inspector Certification, State of Wisconsin Uniform Dwelling Construction Inspector Certification and State of Wisconsin Uniform Dwelling Code Heating, Ventilation and Air Conditioning Inspection Certification.

iv. Other Requirements:

Ability to establish and maintain effective working relationship with the public (including contractors, architects, engineers and attorneys), the common council, other City departments and co-workers. Analytical ability, openness, willingness to make changes and a commitment to customer service and improvement.

v. Valid driver's license and availability of a properly insured personal automobile for use on the job at the time of employment and throughout employment (car allowance provided).

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.

<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input checked="" type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 10%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Tape measure, level, flashlight	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:



Signature of Department Head or Designated Representative