

**Thomas G. Mishefske**  
**2888 S Delaware Avenue**  
**Milwaukee, WI 53207**  
**(414) 704-6753**  
**tmishe@sbcglobal.net**

## **PROFESSIONAL EXPERIENCE**

### **Neighborhood Services Operation Director, Department of Neighborhood Services** **2007 - Present**

- Serve as a key leader for the Department of Neighborhood Services (DNS), and assist the Commissioner of DNS in the overall administration of the department. In the absence of the Commissioner, carry out all acts required by law to be done by the Commissioner.
- Plan, develop and direct the implementation of departmental administrative programs, policies and regulations.
- Plan and direct staff services and supervision of the department involving personnel, fiscal management, budget preparation, and public relations.
- Oversee personnel functions of the Department by serving as the chief personnel officer for the department; responsible for management and assurance of 280 FTE's.
- Maintain a high level of technical expertise; serve as technical advisor to the Commissioner and to the various boards and commissions on the matters relating to the building and fire code and the zoning ordinance.
- Maintain effective working relationships with legislative committees, administrators of other departments, with communications media and other organizations interested in the policies and activities of the department, and generally develop methods of informing and gaining the cooperation of the public in departmental programs.

### **Code Enforcement Assistant Supervisor, Department of Neighborhood Services** **2003 - 2007** **Neighborhood Improvement Program (NIP)**

- Provided overall management and oversight for the City's NIP program, Housing Production Program and HOME Rental Compliance Monitoring Program.
- Oversaw annual budgets, assured compliance with regulatory guidelines, managed project timelines, and collaborated with community-based organizations.
- Conducted quality assurance on housing rehab programs, and improved and streamlined internal processes and administration. Created and refined data and record-keeping mechanisms to measure program performance and assure fiscal accountability.
- Supervised a Housing Program Specialist, three Housing Rehabilitation Inspectors and an Office Assistant.

### **Environmental Health Supervisor, Milwaukee Health Department** **2002 – 2003**

Supervisor for the Childhood Lead Poisoning Prevention Program. Responsible for:

- Oversight of the City's lead paint ordinance;
- Assuring timely compliance with lead hazard control orders;
- Assertively advancing the Primary Prevention Program for the creation of lead-safe housing;
- Supervision of 16 staff, including Risk Assessors, Environmental Hygienists and office staff.

### **Code Enforcement Assistant Supervisor, Department of Neighborhood Services** **2000 – 2002**

Provided leadership and management for the DNS/NIDC Housing Rehabilitation Team.

- Responsible for assuring implementation of DNS NIP, NIDC Housing Rehabilitation Program, NIDC Rental Rehabilitation Program, NIDC DPL Program, Greenline Rehabilitation Program, FEMA and HUD Flood Programs.
- Supervised 21 staff, including Fiscal Officers, Housing Program Specialists, Housing Rehabilitation Specialists, Housing Rehabilitation Inspectors, and office staff.

**Housing Rehabilitation Coordinator, Department of Neighborhood Services**

**1995 – 2000**

The responsibilities of this position included developing scopes of work and cost estimates for construction, electrical, and plumbing work on NIP properties. Conducted lead clearance testing of housing rehabilitation projects for the City.

**Building Construction Inspector, Department of Neighborhood Services**

**1992 – 1995**

Assigned to the NIP program. Primary duties included inspecting residential properties to identify maintenance code violations, estimating repair costs, maintaining a database and estimating software used to track rehabilitation costs, and providing technical assistance to NIP agency staff and contractors.

**ADDITIONAL WORK EXPERIENCE**

**Owner and Corporate Officer of Ideal Corporation and T & M Construction**

**1985 – 1991**

Custom home builder - Annapolis, Maryland

**EDUCATION**

Certificate in Public Administration, University of Wisconsin – Milwaukee

Completed coursework in the School of Engineering, University of Wisconsin – Milwaukee (1980 – 1981)

Graduate of Hamilton High School – Milwaukee (1980); graduated with Honors

**CERTIFICATIONS AND LICENSES**

Commercial Building Code Certification

Uniform Dwelling Code (UDC) Construction Certification

UDC HVAC Certification

UDC Electrical Certification

UDC Plumbing Certification

Lead Risk Assessor Certification

HUD Certified HOME Program Specialist