

Neighborhood Services Zoning Inspector

Monday - Friday, 8 a.m. to 5 p.m.

This is customer service and inspection/enforcement work in the office and field regarding enforcement of City of West Allis Revised Municipal Codes particularly related to zoning and property maintenance.

*Welcome to the City of West Allis...
an innovative, progressive and ever-evolving
local government*



2016 Salary and Benefits

The West Allis resident hourly rate range is \$18.63 to \$23.29. Non-West Allis resident hourly rate range is \$18.27 to \$22.84.

Benefits include:

- Vacation accrual upon date of hire based on the vacation schedule;
- A sickness disability benefit plan;
- Twelve (12) paid holidays;
- Eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family;
- Fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service;
- A dual pension system comprised of the Wisconsin Retirement Fund* and Federal Social Security (both of which are contributory);
- A fully paid life insurance program* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage;
- An educational reimbursement plan for the pursuit of job related courses;
- Voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), and Employee Wellness Program.

*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

Essential Duties & Responsibilities

- Coordinates the receipt, referral, and processing of complaints through to completion, as submitted to the Department of Building Inspections and Neighborhood Services (BINS) pertaining to zoning violations;
- Inspects commercial properties for compliance with approved landscape and screening plans, including during annual licensing renewal period;
- Inspects signs located in the City right-of-way for compliance with installation and maintenance requirements;
- Assists in the coordination of overlapping functions in other departments;
- Receives referrals and complaints from the Mayor, Alderpersons, and citizens regarding City codes or Municipal services;
- Investigates violations to zoning and property maintenance codes;
- Refers complaints and referrals to appropriate departments or persons for follow up or enforcement;
- Maintains records of referrals and complaints to include action taken and final status and provides this information when requested;
- Reviews procedures and suggests improvements/modifications;
- Inspects existing commercial and multi-family buildings for compliance with zoning codes of the City;
- Inspects the exterior of buildings and properties for compliance with the City's Property Maintenance Code;
- Performs annual sign maintenance inspections;
- Determines suspension of liquor license due to failure to maintain site;
- Reviews and interprets City's Revised Municipal Code, policies/procedures, ordinances, past practices, and legal requirements and recommends compliance procedures;
- Determines course of action to take for noncompliance;
- Issues Notices, Orders, Citations, and Summons for substandard properties;
- Consults with the City Attorney's Office in the issuance of citations and summons for prosecution regarding persons or firms violating City codes or ordinances;
- Appears in court to testify on property maintenance issues;
- Fills in as back-up for other code enforcement staff;
- Meets with owners, contractors, etc. to discuss property maintenance issues;
- Inspects signs for compliance with approved plans and removes illegal signs;
- Responsible for project management;
- Maintains a variety of department records, reports, and surveys;
- Provides input on the development and implementation of policies;
- Recommends changes in procedures and processes to improve efficiency;
- Supports initiatives such as strategic planning, LEAN, and innovation;
- Maintains prompt, predictable, and regular physical attendance;
- Provides truthful and accurate written and verbal communications;
- Maintains the ability to competently and credibly testify in court;
- Maintains ability to travel throughout and enter all different properties in the jurisdiction;
- Performs other duties as assigned.

A Neighborhood Services Zoning Inspector is required to work nights, overtime, weekends, and odd hours when situations require such duty.

A Neighborhood Services Zoning Inspector is required to drive his/her automobile on City business, for which an automobile allowance is provided.

Desirable Knowledge, Skills and Abilities

Ability to communicate effectively in a helpful and professional manner, both verbally and in writing; ability to exercise judgment, tact, and discretion in the impartial application of codes and ordinances; ability to use judgment regarding the legitimacy and severity of referrals/complaints, to be assertive when required, and take appropriate action as necessary; ability to deal with the public efficiently and tactfully; thorough knowledge of local, state, and national building maintenance and zoning codes and standards; good knowledge of enforcement practices and procedures; good knowledge of occupational hazards and safety practices of the building trades; ability to read and interpret building plans, specifications, and property surveys and quickly and accurately detect deviations from building and zoning code regulations; working knowledge of real estate sales and transactions; knowledge of modern office practices and procedures; competent in the use of an office computer, mobile tablet devices, and other modern office equipment and software/electronic solutions; ability to establish and maintain effective working relationships with adverse populations, supervisors, City Departments, other employees, elected officials, and the public; ability to maintain accurate records; ability to organize facts and ideas and to prepare written or verbal reports; general knowledge of City services; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Minimum Requirements

- Associate Degree in Construction, Planning, Engineering, Drafting, Landscaping, Property Maintenance, Public Administration or related field; Bachelor's Degree preferred.
- Some recent paid work experience in construction, property maintenance, landscaping, public works, or zoning experience is required.
- Certifications from the State of Wisconsin Department of Safety and Professional Services for Construction Inspector (UCI) and UDC HVAC Inspector (UHI) desirable.
- Competent in the use of an office computer and related applications including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, Calendaring), database programs, iPad (or other mobile device in field), and camera.
- Possession of a valid Wisconsin Driver's License and good driving record per City policy.
- Bilingual (English/Spanish) preferred.
- Possess the physical capacity to perform the duties of the position including, but not limited to, frequent sitting, standing, walking, and climbing; occasional lifting/carrying up to 40 lbs.; entering and exiting of a personal vehicle; occasional arching of neck; frequent squatting, crouching, kneeling, bending, reaching, pushing, pulling, etc.; occasional driving in variable and unfavorable weather conditions; and the ability to continuously focus for long periods of time on projects or while working on computers.

Activity Frequencies

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Depending upon the location of work, a person in this position may be subject to variable environmental conditions including, but not limited to, temperature variations and extremes, noise, and/or vehicular traffic dust.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to, or delete from, any section of this document as it deems, in its judgment, to be proper.

Examination Data

The first step in the selection process will be a review and evaluation of application materials to identify those candidates who appear to be qualified in terms of academic preparation, training, experience and achievements as these relate to the duties and requirements of the position. To facilitate an accurate evaluation, applicants are encouraged to include in or with their applications, clear and specific details about their qualifications. A representative number of better-qualified applicants will then be further evaluated and rated in an oral examination designed to assess knowledgeability and personal suitability.

Veteran's Points

Honorably discharged war veterans who receive an overall qualifying rating will be awarded special credit points upon presentation of proper proof (Form DD-214) of military duty. This applies to open recruitment candidates only.

Post-Offer Drug Test/Physical Exam/ Probationary Period

Persons offered employment must pass a post-offer drug test and a thorough physical examination. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of six (6) months; however, employment may be terminated at any time for any reason.

How to Apply

Application forms, available online at www.westalliswi.gov/jobs or from Human Resources, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and **ON FILE NO LATER THAN 5:00 P.M., FRIDAY, DECEMBER 23, 2016.**

Please note: A job interest card may not be substituted for the application form. Visit our website at www.westalliswi.gov for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

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(APPLICANT MAY RETAIN THIS PAGE)

TEAR HERE

TEAR HERE

TEAR HERE



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? Yes No

Do you have the legal right to live and work in the United States? Yes No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? Yes No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? Yes No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? Yes No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? Yes No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

If you were discharged for cause from any employment, state the details:

List any equipment, machines, tools, or computer software you are skilled in using:

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? Yes No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? Yes No

Have you ever been convicted of any violations of law excluding minor traffic violations? Yes No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? Yes No If yes, for what position(s) and when?

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION
This form MUST be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for _____ Social Security Number _____
Name _____ (LAST) (FIRST) (MIDDLE)

COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: [] Male [] Female Birthdate ____/____/____ Age _____
MM / DD / YYYY

Veteran Status: [] Veteran [] Non-Veteran [] Disabled Veteran, Disability Rating _____%

Ethnic Group:

- [] Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
[] White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
[] Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
[] Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
[] Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
[] American Indian or Alaskan Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
[] Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Do you consider yourself to be disabled? [] Yes [] No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- [] Milwaukee Journal/Sentinel [] Job Service [] School _____
[] Spanish Journal [] City Cable Channel [] Community/Minority Organization _____
[] City Website [] Bulletin Board/Walk-In [] Social Media Source _____
[] Interest Card/E-Notify Me [] Employee [] Other Website _____
[] Job Hotline [] Word of Mouth [] Other _____

The above-completed information is true to the best of my knowledge:

(DATE) _____ (SIGNATURE) _____