

SANITATION INSPECTOR

Recruitment #1510-2583-002

List Type Original

Requesting Department DPW-OPS-SANITATION

Open Date 10/29/2015 11:59:00 PM

Filing Deadline 11/20/2015 11:59:00 PM

HR Analyst La'Neka Horton

PURPOSE

Sanitation Inspectors provide code enforcement coordination as it relates to solid waste and recycling ordinances including garbage containment, cart placement, bulk item pickups and sidewalk conditions (snow, ice, etc.).

ESSENTIAL FUNCTIONS

- Perform ordinance and code enforcement for solid waste, recycling and snow & ice removal issues.
- Write clean up orders and post notification tags for nuisance garbage, cart returns, and other violations.
- Document violations by taking photos with digital cameras, download digital photos onto City network.
- Enter code violations and service responses into DPW Call Center program application.
- Contact citizens and aldermen by phone to resolve service inquiries and related issues.
- Create and maintain various reports and spreadsheets using Microsoft Excel software.
- Represent Sanitation division at neighborhood walk-throughs and other public meetings.
- Represent Sanitation division at public hearings in front of the Judicial & Legislative Committee and Administrative Review and Appeals Board.
- Assemble, dismantle, deliver and pick up refuse/recycle carts and barricades.
- Assist drivers with mounting plow blades on city vehicles during snow and ice control operations.
- Shovel snow, spread sand or salt on city streets and walkways.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must be willing to work 24/7 to assist during snow and ice control operations.

MINIMUM REQUIREMENTS

1. One (1) year of experience conducting inspections or working in a compliance capacity with codes, ordinances, regulations or statutes.
2. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Familiarity with Milwaukee street system.
- Familiarity with City Solid Waste regulations.
- Familiarity with State and Federal Hazardous Waste regulations.
- College coursework related to job duties.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of inspection techniques.
- Skill in talking and interacting with a wide variety of people including citizens, coworkers, supervisors, and elected city officials.
- Skill in writing effective email and correspondence letter responses to citizen complaints.
- Ability to read and interpret City of Milwaukee codes and ordinances.
- Ability to deal tactfully with citizens and public officials.
- Ability to diffuse confrontational customers when dealing with sanitation issues.
- Ability to read and interpret street maps.

- Ability to work independently and make appropriate decisions.
- Proficiency with personal computer operations.
- Operational knowledge of Microsoft Office's Word and Excel programs.
- Ability to receive and prioritize direction from multiple supervisors to ensure timely completion of responsibilities.
- Ability to lift and carry up to 50 pounds of equipment/material and more with assistance.
- Ability to effectively manage time.

CURRENT SALARY

The current starting salary is (PR 3BN) \$35,893 for City of Milwaukee residents. The non-resident starting salary is \$35,363 annually.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **November 20, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into*

Sanitation Inspector (DPW-Operations, Sanitation)

account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

Additional Information

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves