

## **Village of West Milwaukee**

### **Property Maintenance Inspector/Fire Inspector**

**REPORTS TO:** Police Chief (aka Chief of Fire Inspections) and/or Village Administrator

**JOB SUMMARY:** Performs fire inspections for the Village in line with adopted State of Wisconsin (DSPS) fire codes and Village fire codes. Keeps record of dates buildings were inspected and if there were any violations found during the inspection. Is responsible, along with Police Chief, for getting the necessary information to DSPS so the Village can be in substantial compliance and receive its 2% dues from the state. Also, performs a variety of technical duties in support of the Village's local Property Maintenance code. Monitors and enforces a variety of applicable ordinances, codes and regulations related to zoning, land use, nuisance housing, health and safety, garbage issues, blight, graffiti and other matters of public concern; and serves as a resource and provides information on Village regulations to property owners, residents, businesses, the general public and other Village departments; and follow up; issue and monitor all temporary sign permits issued.

#### **FIRE INSPECTOR ESSENTIAL FUNCTIONS:**

1. Perform a variety of field and office work in support of the State and Village's Fire Codes, NFPA 1, NFPA 101 Life Safety Code, DSPS 314, and Local Ordinance chapter 42. Enforce compliance with State and Village regulations and ordinances including those pertaining to fire safety, life safety issues, and other matters of concern.
2. Receive and respond to citizen and consumer complaints and reports from other agencies on alleged violations of State and Village fire codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect businesses and multi-family residential (3 family and larger) for fire code violations; attempt to make contact with the occupancy in order to resolve violation(s); issue and post warning notices and corrective notices for code violations; schedule and perform all follow-up inspections to ensure compliance, including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances; issue citations for violations as necessary.
4. Prepare evidence in support of legal actions taken by the Village; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol Village to evaluate problem areas and/or ordinance violations and determine proper method to resolve violation(s).
8. Attend meetings and serve as a resource to other Village departments, the general public, and outside agencies in the enforcement of fire code issues; interpret and explain national, state, and municipal codes and ordinances to members of the general public, contractors, business and multi-family home owners, and other interested groups in the field, over the counter, or on the telephone.

9. To perform review for fire alarm, fire protection systems (i.e. hood & duct) and fire sprinkler systems. Notify the designer(s) if there are any corrections that need to be made to the system(s). Perform acceptance tests on the system(s) after installation has taken place to make sure it is tied in with the alarm company and that notification happens within the recommended amount of time.
10. Operate computer/tablet to enter, process, and acquire data relative to inspections, complaints, inspections sites, and effective code compliance; research complaints.
11. Locate vacant and foreclosed properties and businesses; secure these buildings as necessary; make sure sprinkler systems (if applicable) are still in service.
12. May assist in researching, drafting, rewriting and adopting local codes; participate in development of forms and processes utilized to address various issues.
13. Perform related duties as required.

**PROPERTY MAINTENANCE OFFICER ESSENTIAL FUNCTIONS:**

1. Perform a variety of field and office work in support of the Village's Property Maintenance Code. Enforce compliance with Village regulations and ordinances including those pertaining to nuisance housing, building codes, health and safety, blight, graffiti and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies on alleged violations of Village codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations,; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices and corrective notices for code violations; schedule and perform all follow-up inspections to ensure compliance including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances; issue Administrative citations for violations as necessary.
4. Prepare evidence in support of legal actions taken by the Village; appear in court as necessary' testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol Village to identify and evaluate problem areas and/or ordinance violations and determine proper method to resolve violation(s).
8. Following Village temporary sign ordinance, review sign applications and issue permits, schedule and follow up that sign(s) are taken down on expiration of permits.
9. Attend meetings and serve as a resource to other Village departments, the general public, and outside agencies in the enforcement property maintenance issues; Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups in the field, over the counter, and on the telephone.
10. Operate computer/tablet to enter, process, and acquire data relative to complaints, inspection sites, and effective code compliance; research complaints.
11. Locate vacant/foreclosed properties and businesses; secure buildings as necessary; post the property as necessary; check vacant/foreclosed properties regularly for transient activity, graffiti, and other forms of vandalism.
12. May assist in researching, drafting, and rewriting municipal codes; participate in development of forms and processes utilized to address various issues.
13. Perform related duties as required.

**PHYSICAL DEMANDS OF POSITION:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift/or carry light weight; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer/tablet keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:** Indoor and outdoor environments; work alone; travel from site to site; may be exposed to noise, dust, inclement weather, and potentially hostile environments.

**EQUIPMENT UTILIZED:** Computer, tablet, printer, telephone, cell phone, fax machine, calculator, car or truck, safety glasses, hard hat, camera and safety vest.

**EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:** High School graduate or equivalent; valid driver's license, State of Wisconsin Fire Inspector Certification.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

KNOWLEDGE OF:

Operations, services, and activities of the Fire Prevention, Protection and Control Code and the Village Property Maintenance program.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field inspections.

Village services and organizational structure as they relate to Fire Inspections and code compliance.

Legal actions applicable to Fire Inspections and code enforcement compliance

Effective public relations practices.

Principles and procedures of record keeping, methods and techniques of business correspondence and technical report preparation.

Modern office procedures, methods, and equipment including computers, tablets and supporting word processing and spreadsheet applications.

Occupational hazards and safety practices.

Geographic and locations in the Village.

**ABILITY TO:**

Independently perform a full range of Fire Inspection and Prevention and Village code enforcement and compliance duties.

Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.

Interpret and apply applicable codes and regulations relating to Fire Inspections and Prevention.

Inspect and identify violations of applicable building code and fire codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartially and efficiency.

Respond to inquiries, complaints, and requests for service in a fair, tactful and firm manner.

Investigate complaints and mediate resolutions in a timely and tactful manner.

Prepare accurate and detailed documentation of investigation findings.

Maintain complex logs, records, and files.

Research, compile, and collect data.

Make oral presentations and testify in court.

Work independently.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**WAGES:** Wages set from time to time by the Village Board of Trustees.

**BACKGROUND:** All permanent appointees may be fingerprinted and a record check made by local, state or federal authorities. A conviction is not an automatic bar to employment.

**ADDITIONAL:**

The personnel Policy is intended to serve as a summary and general reference to the employment policies, procedures, rules and regulations of the Village of West Milwaukee. Employment means that employment is not for any definite period of time, unless otherwise provided, and that termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of West Milwaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.