

SANITATION INSPECTOR

Department of Public Works

THE PURPOSE: Sanitation Inspectors provide code enforcement coordination as it relates to solid waste ordinances including garbage containment, garbage cart returns, special pickups and sidewalk conditions (snow, ice, etc.)

ESSENTIAL FUNCTIONS

- Perform ordinance and code enforcement for solid waste issues.
- Act as the liaison between the public and the City of Milwaukee self help centers.
- Perform ordinance and code enforcement for sidewalk snow and ice removal.
- Document and maintain code enforcement records and reports as needed.
- Attend public hearings regarding neighborhood and aldermanic issues as well as citizen appeals at the Administrative Review and Appeals Board.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

1. One (1) year of experience conducting inspections or working in a compliance capacity with codes, ordinances, regulations or statutes.
2. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
3. 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

KNOWLEDGE AND SKILLS REQUIRED

- Strong oral and written communication skills
- Ability to read and interpret codes and ordinances
- Ability to deal tactfully with citizens and public officials
- 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 effectively manage time
- Ability to work without supervision

THE CURRENT SALARY RANGE (500) IS \$33,316 to \$36,708 annually.

#06-074—CKS (SM)

7/14/06