



**Rebecca Grill**  
City Administrator  
rgrill@westalliswi.gov  
414.302.8294

## MEMORANDUM

**TO:** Administration & Finance Committee  
**FROM:** Rebecca Grill, City Administrator  
**DATE:** February 14, 2019  
**SUBJECT:** Department Request to Fill Position

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Attached is Ed Lisinski's request to fill the vacant Electrical Inspector position with a Commercial Construction Inspector position in the Department of Building Inspection and Neighborhood Services.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor  
HR Dept.  
Ed Lisinski

ADM\Vacpos\VACPOSREQ BINS.CommConst Insp.021819



**Ed Lisinski**  
Director  
Building Inspection and  
Neighborhood Services  
elisinski@westalliswi.gov  
414.302.8400

February 12, 2019

Rebecca Grill  
West Allis City Administrator  
7525 West Greenfield Avenue  
West Allis, WI 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its permission to fill one full-time Commercial Construction Inspector position with at least a commercial electrical inspection background in the Department of Building Inspection and Neighborhood Services. This position is needed to perform inspections of electrical, building, plumbing, and HVAC systems for properties in the city. This is a budgeted position and will replace an electrical inspector who has resigned.

Attached is the "Request to Fill Position" form for the Commercial Construction Inspector position which provides additional information about this request and this position. I am available to answer any questions you may have about this at any time. Thank you for your consideration.

Sincerely,

Ed Lisinski, P.E., M.P.  
Director  
Building Inspections and Neighborhood Services



# Request to Fill Position

Submit this form, a memorandum and current position description via email to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: BINS/Building Inspection Position Title: Commercial Construction Inspector

Reason for Request:  New Position OR

Replacement to Staff - Date of Vacancy: 2/22/19 Person Replaced: Terry Maier

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

- If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment:

Funding Source:  Operating  Grant  Other:

Anticipated Date for Filling Position: 3/1/19

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: This position performs construction inspections for the City. West Allis is an agent municipality for the State of Wisconsin, which means we are required to perform these inspections on behalf of the state and employ state certified inspectors.

Why is it necessary that this position be filled? What operational needs does this position fulfill? In addition to being required by the state, this position ensures the safety, health and well-being of every citizen, business, visitor and customer of the City. It keeps our buildings safe, and reduces fires, death and injury.

What will be the impacts on service functions to the public if the position is not filled? Customers of the department will see a delay in service because of lack of personnel. Because inspections are required, if we don't have personnel to perform them, construction projects will see a major delay.

What will be the impacts on service to city staff if the position is not filled? Current staff will have to cover their own duties, plus additional duties and will be overworked, and delayed, so construction across the city will suffer. We currently only have one other commercial electrical inspector, so when that person is on vacation or out sick, there is nobody in the office that is certified to perform those duties as a back-up.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Depending on the applicants, there will be room for additional duties to be performed with this position. The department is starting to perform multiple disciplined inspections on each visit, so the ideal candidate will be able to perform electrical, plumbing, building, and HVAC inspections. However, having a second commercial electrical inspector is the main priority, because without it we could be left without being able to perform those duties.

How has this vacancy/need been covered so far? It will be covered by current staff until a replacement is found.

How many other similar positions exist in this department? 1 that has commercial electrical certifications, but 5 other total inspectors.

## Requestor Information

Name: Ed Lisinski Title: Director Department: BINS

Signature: Ed Lisinski Date: February 13, 2019

Attached:  Memorandum  Current JDQ

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION
<b>Employee Name</b>	Robert Woodard, Bob Johnson, Ron Bailey, Mike Romens, Adam Pfluer, Terry Maier, Shelly Kerwin	<b>Employer Name</b>	City of West Allis
<b>Job Title</b>	Commercial Construction Inspector/Plan Reviewer	<b>Work Location</b>	City Hall, any public or private building or property where work is being done that requires a building or occupancy permit, or when inspecting a complaint or code compliance matter. Municipal Court building, Milwaukee County Court building and private attorney's offices. Driving to and from these locations.
<b>Department</b>	Building Inspection and Neighborhood Services	<b>Division</b>	Inspection
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Supervisor Name</b>	Ed Lisinski	<b>Supervisor Title</b>	Director

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

#### Primary Duties

Primary Duties	Frequency	% of Annual Total Time
Perform inspections of residential and commercial new construction, remodeling, demolition and occupancy to ensure compliance with issued permits, approved plans, municipal ordinances, state codes, adopted national codes and standards, and state statutes relating to construction.	D	50
Investigate complaints and referrals by inspection of public and private properties for compliance with building and zoning codes and with regards to building and property maintenance, and land or building use.	D	10
Review construction plans for compliance with codes and ordinances as an official delegated agent of the State of Wisconsin.	D	5
Monitor and respond to phone calls, voice mail and email. Assist walk-in customers.	D	13
Drive personal vehicle or an employer issued vehicle to and from various job locations throughout the day.	D	3
Issue correction notices, orders and/or citations of various types and severity.	D	5
Process code violations through the Municipal and County court system, appear as a witness for the City and provide testimony at depositions, municipal and circuit court.	N	5
Process raze orders to demolish buildings and/or structures.	N	3
Respond to Police and Fire Department emergency requests for an Inspector (fire, water damage, vehicular damage, etc.) and evaluate building for habitability.	N	2
Take lead in coordinating inspections involving multiple inspection divisions.	N	2
Maintain a variety of public records.	D	2

## SECTION 3

### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Office computer, tablet, phone, cell phone, printer, scanner, fax, Microsoft Office software, operate a personal or City issued vehicle.

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Interpret and accurately apply code to conditions or situations that are not clearly spelled out the code.	Use available resources to obtain a sensible solution which is consistent with the intent of the Code.	Code commentaries, State Q&A's, discuss with peers, message boards, contact State code official for input.	Director, periodically
Determine habitability of a building.	Review structural and life/safety systems and components of a building for conditions deemed hazardous to life, health or safety and order vacancy and abatement or, if habitable, order immediate repairs.	Local and State ordinances, codes, statutes. Other Inspection divisions and departments. Local utility companies.	Director, periodically
Work with customers that are eligible to obtain a permit but not knowledgeable of code requirements. Work is performed incorrectly and in violation of code.	Refer customer to available resources such as code books for purchase, free online codes, public library, design manuals and software. Suggest that they obtain the help of a knowledgeable contractor.	Free online codes, codes for purchase, public library, shared Inspector knowledge.	Director, periodically
Apply code enforcement to buildings and structures that predate modern construction codes.	Use available resources to obtain a sensible solution which is consistent with the intent of the code.	Local code, state code, Department policy.	Director, periodically
Work with customers that are resistant to complying with code correction Notices.	Educate customer of the necessity and reasoning behind the codes. Write clear and concise correction Notices that will inform the customer of what is required so that the job can move quickly forward.	Shared Inspector knowledge, office computer, phone, email, written Notice, Order, Court.	Director, periodically

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Property owners, business owners, contractors and design professionals	Schedule inspections, discuss job details, code violations and paths to compliance.	To develop good working relationships and keep the job moving smoothly towards code compliance and completion.
Co-workers	Discuss and coordinate job site details, code violations and paths to compliance.	Job sites involve multiple inspection divisions. It is necessary to communicate the status of each division so that the team of Inspectors can stay coordinated.
City Attorney	Refer matters for processing through Municipal Court and/or Circuit Court	Court assistance is sometimes necessary to achieve code compliance.
Inspectors from other cities	Monthly meetings in various communities to discuss current code issues and events.	To be consistent and up to date with surrounding communities.
City personnel	Meet, phone or email as needed to discuss code issues and resolve conflicts.	To create a smooth interdepartmental working relationship.
City Officials	Phone call, email or courtesy copy of code corrections.	Provide updates on code cases for which they have an interest.

## SECTION 6

## SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	

Project Management				X
Provide Work Direction For Others			X	
Evaluate Performance Of Others			X	
Counsel Employees			X	
Train Employees (As Part Of The Normal Duties Of The Job)				X
Approve Overtime			X	
Approve Time Off Request For Others			X	
Develop / Implement Policies				X
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			X	
Job Title			# of FTEs	

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
		[Place an "X" in the appropriate cells]		
Physical Requirements	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds			X	
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently





**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

**SUPERVISOR INFORMATION**

<b>Supervisor Name</b>	Ed Lisinski	<b>Supervisor Title</b>	Director, BINS
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**SECTION 10**

**EDUCATION REQUIRED FOR HIRE**

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
<b>X</b> High School Education (or Equivalent)	Construction, engineering, architecture, planning or related
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
Bachelor's Degree	
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Associate's Degree preferred in same fields, but all can be substituted with work experience.

**SECTION 11**

**TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			<b>X</b>				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

**Construction, inspection, architecture, drafting, or other related building or construction trades or experience.**

## SECTION 12

### CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Driver's License	State	X	
<b>Employee must have one of the following certification groups:</b>			
Commercial Building Inspector	State	X	
Commercial Electrical Inspector and Licensed Electrician	State	X	
Commercial Plumbing Inspector and Licensed Plumber	State	X	
<b>And also:</b>			
Residential Building, HVAC, Plumbing and Electrical Certification	State		X
<b>OR:</b>			
Commercial and residential building inspector	State	X	
Licensed Architect or Engineer	State	X	

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

**Extra pay available for additional state inspector certifications after 2, the city will pay all renewal fees, testing, and continuing education for all certifications, including additional non-required inspector certifications.**

## SECTION 13

### SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	<p>The state requires us to have at least one commercial building, at least one commercial electrical and at least one commercial plumbing inspector on staff at all times. So if we have those on staff when recruiting, a new inspector could be a person holding any certification group above. However, based on the person whose position we are filling, we may require that one of those particular certification groups is required. All of these inspectors are also required to have residential inspection certifications for all disciplines and shall use those certifications to perform inspections. For example, a typical employee would have a Commercial Electrical inspector certification, be a licensed electrician, and also hold the building, HVAC, electrical and plumbing residential inspector certifications (a total of 5 inspector certifications and be a licensed electrician). The residential inspector certifications may be obtained after hire, typically one additional certification every 6 months, so that at most, within a year and a half of hire, they would have all certifications.</p> <p>Once again, I want to stress the importance of this job. This is the first line of protection of life, safety and welfare of every single person in the City. We are agents for the State to perform inspections, and based on recent audits and ISO ratings, we are</p>

