



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Position
DATE: August 29, 2018

Attached is Ed Lisinski's request to fill the full-time Neighborhood Services Zoning 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 NSZInsp.090418



Ed Lisinski
Director
Department of Building Inspections & Neighborhood Services
414.302.8400
elisinski@westalliswi.gov

August 28, 2018

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 Neighborhood Services Zoning Inspector position in the Department of Building Inspection and Neighborhood Services. This position is needed to perform zoning inspections for properties in the city, approve licenses, approve landscaping on commercial properties, perform sign inspections, and issue sign permits, as well as other special enforcement projects. This is a budgeted position and will replace the former Neighborhood Services Zoning Inspector, who took a position in another department.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Ed Lisinski".

Ed Lisinski, P.E.
Director
Building Inspections and Neighborhood Services
7525 W. Greenfield Avenue
West Allis, WI 53214
elisinski@westalliswi.gov



Request to Fill Position

Submit this form, a memorandum and current position description 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: Building Inspection & Neighborhood Se Position Title: Neighborhood Services Zoning I

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 8 / 13 / 2018

Person Replaced: Jill Gregoire

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: 11 / 1 / 2018

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

This position is needed for code compliance inspections per the RMC. This position performs inspections for license checks, bond or security deposit returns for landscaping and sign inspections.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

This position will perform zoning inspection duties which were transferred from Development to BINS in 2016 without any additional staff. This position will inspect commercial properties to ensure compliance with site and landscaping plans and investigate zoning complaints.

What will be the impacts on service functions to the public if the position is not filled? _____

Not filling the position will cause delays in issuing licenses or investigating complaints because my staff will be overworked with these additional duties. Also, properties will remain not in compliance with approved plans for longer periods of time, leading to blight.

What will be the impacts on service to city staff if the position is not filled? _____

City staff will be overworked due to having additional complaints to follow up with, additional letters to send out, and additional court appearances to make.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____

I am considering taking this position and making it a combined Zoning Inspector/Building Inspector position to help out on the inspection side of things, but it will depend on the best candidate I can find. Once I find the best candidate, there will be a reorganizational move.

How has this vacancy/need been covered so far? _____

This is a fairly new vacancy, but the duties have been split up among BINS staff, including a lot of it falling on the Director.

How many other similar positions exist in this department? 0

Requestor Information

Please Print: Ed Lisinski Name Director Title Building Inspection & Neighborhc Department

Signature/Date: _____ / _____ / _____

Attached: Memorandum Current Position Description

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	
Employee Name	Vacant (New position)	Employer Name	CWA
Job Title	Neighborhood Services Zoning Inspector	Work Location	City Hall
Department	BINS	Division	Code Enforcement <u>Neighborhood Services</u>
Full-Time / Part-Time	Full	Part-Time (Hrs per Wk)	
Supervisor Name	Ed Lisinski <u>Dan Adamczyk</u>	Supervisor Title	<u>Director of BINS</u> <u>Neighborhood Services</u> <u>Supervisor</u>

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	Frequency	% of Annual Total Time
Inspect commercial properties for compliance with approved landscape and screening plans	D	2520
Investigate and inspect commercial properties from written complaints	D	2510
Inspect properties during annual licensing renewal period for compliance with approved plans	A	10
Issue Notices, Orders, Citations, and Summons for properties not in compliance	W	4510
Fill in as back-up for other code enforcement staff during vacations, sick leave, etc.	N	2
Appear in court to testify on property maintenance issues	N	1
Perform annual sign maintenance inspections	A	405
Meet with owners, contractors, etc. to discuss property maintenance issues	N	2
Inspect signs for compliance with approved plans and remove illegal signs <u>Inspect and issue permits for permanent and temporary signs and follow up on sign related issues</u>	D	4015
<u>Inspect properties for zoning compliance on new licenses</u>	N	5
<u>Approve residential permits for Zoning compliance, answer questions at the counter related to zoning issues</u>	D	15
<u>Facilitate Board of Appeals meetings; write letters of Zoning rejection and letters to appeal zoning issues to the Board of Appeals.</u>	M	5

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:

iPad-SurfacePro (or other mobile device in field), vehicle, camera, MS Office suite programs (Word, Excel, Outlook), City database programs

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
Determining if installed landscaping meets approved plans.	Review plans and discuss with Planning staff	Plans	Director NS Supervisor
Determine if installed sign meets approved plans.	Review plans and discuss with staff	Plans/Permit	Director NS Supervisor
Determine if installed sign requires maintenance.	Review past practices, and consider safety of pedestrians	Plans, staff	Director NS Supervisor
Determine course of action to take when owner does not comply.	Review past practices, consider visibility of site, consider number of complaints and who complained	Past practices, staff	Director NS Supervisor
Determine when to not allow a liquor license to be issued due to failure to maintain site	Try to work with owner to come up with a solution, review past practices	<u>Past practices, staff</u>	Director NS Supervisor

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?
Planning Division Staff	Review previously approved plans for substantial compliance	Planning approves the plans, this position will enforce compliance with those plans. If there are discrepancies, this position needs to meet with Planning to determine if an owner is ok or needs to submit new plans.
Code Enforcement Neighborhood Services Staff	Review past practices, get department form letters, understand department policies and procedures	Code enforcement Neighborhood Services staff has been <u>experience with doing</u> these job duties, so they will know how to approach different situations.
Director of BINS/Neighborhood Services Supervisor	Supervision, personal development, general guidance	They should talk to their boss once in a while or else he gets lonely. <u>To ensure work is being done properly and that goals are being met.</u>

DPW, Fire Dept., Health Dept., Police Dept. Staff	General interaction and coordination on compliance efforts	Many times complaints will involve multiple departments and efforts need to be coordinated so they don't overlap
Attorney's Office Staff	Court proceedings, testimony, trial preparation	If buildings are not in compliance, the attorney's office prosecutes it with this person as the witness

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

N/A

of FTEs

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	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
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)		X		
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X		X	
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads		X		
Electrical Hazards	X			

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

This position needs excellent communication skills to be able to communicate what needs to be done to business owners and contractors. They also need to effectively communicate to elected officials or residents the status of compliance efforts and to justify why a project may have been granted extra time to comply. Though not required, a person in this position may want to move up to be a building inspector someday, and training and certification would be provided if they wish to do this. This is an entry level position, but has some interactions with some very important people and must represent the City and the department in a very professional manner.

To BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9 SUPERVISOR INFORMATION		
Supervisor Name	Ed Lisinski Dan Adamczyk	Supervisor Title
		Director of BHNS Neighborhood Services Supervisor

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
High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
X Associate's Degree (or Equivalent)	Construction, Planning, Engineering, Drafting, Landscaping, Property Maintenance, Public Administration or similar
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.): Associates or <u>better/equivalent</u> required, Bachelor's preferred (same fields as above). Really almost any degree would work at the bare minimum... they absolutely need to have a basic understanding of communication and organizational skills. Anything beyond that related to buildings, construction or property maintenance is a bonus and may make one candidate preferred over another. <u>Knowledge of City functions such as licensing, occupancy and permitting is preferred.</u>	

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.
	X	X					

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):
 Some construction, property maintenance, landscaping, public works or zoning knowledge or experience required.

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 of Wisconsin	X	
<u>ICS-100 and 700</u>	<u>National Incident Management System (NFEMA)</u>		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.):
There is additional pay offered for some building inspector related 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

