

# 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>	Vacant	<b>Employer Name</b>	CWA
<b>Job Title</b>	Code Enforcement Director	<b>Work Location</b>	City Hall
<b>Department</b>	Code Enforcement	<b>Division</b>	
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Supervisor Name</b>	Rebecca Grill	<b>Supervisor Title</b>	City Administrator

**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
Direct overall operations of department and supervise staff involved in building and property code enforcement and inspections including budget preparation, training and meetings	D	40
Interact with contractors, inspectors, building owners and homeowners to resolve issues	D	15
Develop, implement and oversee Nuisance Abatement and Code Enforcement program for City Depts.	D	30
Collaborative and Contributory member of the City's Executive Leadership Team	N	5
Attend Common Council and Mayor's Staff, Committee, trade organization and state building code meetings	N	3
Set department policy and procedures, interpret and resolve conflicts in codes; suggest and implement municipal code updates	N	3
Supervise local plan review duties per special second-class city designation to perform plan review duties for state	D	2
Prepare and review notices, orders, citations, summons and documents for court cases and proceedings	D	1
Inspects damaged buildings in conjunction with the fire department (during and after hours)	N	1

**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 365 including Teams, One Drive, PowerPoint and Sharepoint, OpenGov (license and permitting), Legistar, Novatime, Central Square (Financial), NeoGov (Hiring, OnBoarding and Performance Management), Blue Beam/Adobe Acrobat, Internet Browser, GIS, Municode, Video Conferencing and Remote Work Software and Equipment.

<b>SECTION 4</b>	<b>JUDGMENTS / DECISION-MAKING</b>
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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
Resistance to collaborative efforts for the Nuisance Abatement and Code Enforcement Program	Involve departments in the development and implementation program, set clear standards and guidelines for staff	Executive Leadership Team, Departments, SOP and Program Guidelines	City Administrator
Citizen complaints	Meet with inspector to get their side of story, discuss with inspector proper ways to handle situation and/or discuss with citizen why we need to do what we do	Past experience, codes	N/A
Code interpretation	Research intent of code and come to a solution or compromise	Codes	N/A
Maintain and Update Code as laws and regulations change	Write new ordinance to improve local code	State and International Building Codes	Common Council
Performance Management	Set expectations and goals, coach, proactively mitigate issues	Past experience, HR Department	N/A
Deciding how department budget gets spent on training with limited resources	Spending money wisely to get biggest benefit for training, looking for free or reduced cost training.	Trade organizations, past experiences	Mayor, City Administrator
Negative perception of department and processes	Continued review for efficiency and effectiveness; set standards for customer service	Outreach, Communications, Training	City Administrator

<b>SECTION 5</b>	<b>WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS</b>
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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?
Alderman/Mayor	Report problems, or resident concerns.	To advise of problems and concerns and work to proactively mitigate in future if possible
All City Enforcement Staff	Code Enforcement and Nuisance Abatement Activities of city enforcement staff	Conduct successful nuisance abatement program.

Department Staff	Supervising daily job duties, provide advice on procedures, provide resources to staff as needed, provide information about upcoming projects or duties.	Ensure that staff are completing their duties effectively, efficiently and in compliance with laws, policies, and guidelines
Citizens, Business Owners, Contractors, Tenants	Assisting them through the permitting process, providing them necessary information, receiving and reacting to complaints, listening to community needs.	“”, update ordinances, policies, guidelines, and processes to improve the customer experience while maintain safety

<b>SECTION 6</b>	<b>SUPERVISION / MANAGEMENT</b>
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Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
<b>Screen / Interview Applicants</b>	<b>X</b>		
<b>Hire / Promote Employees</b>	<b>X</b>		
<b>Provide Written/Verbal Warnings</b>	<b>X</b>		
<b>Suspend Employees</b>	<b>X</b>		
<b>Terminate Employees</b>	<b>X</b>		
<b>Prepare Work Schedules For Others</b>	<b>X</b>		
<b>Project Management</b>	<b>X</b>		
<b>Provide Work Direction For Others</b>	<b>X</b>		
<b>Evaluate Performance Of Others</b>	<b>X</b>		
<b>Counsel Employees</b>	<b>X</b>		
<b>Train Employees (As Part Of The Normal Duties Of The Job)</b>	<b>X</b>		
<b>Approve Overtime</b>	<b>X</b>		
<b>Approve Time Off Request For Others</b>	<b>X</b>		
<b>Develop / Implement Policies</b>	<b>X</b>		
<b>Do you <u>directly</u> supervise any employees?</b> <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	<b>Y</b>		<b>n/a</b>

Job Title	# of FTEs
Building Inspectors	6
Code Enforcement Supervisor	1
Code Enforcement Officers	2
Officer Services Supervisor	1
Administrative Support Assistant	1
	11 Total

<b>SECTION 7</b>	<b>WORK ENVIRONMENT / PHYSICAL REQUIREMENTS</b>
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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		
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			

<b>Working Alongside Moving Traffic on Roads</b>		<b>X</b>		
<b>Electrical Hazards</b>		<b>X</b>		

<b>SECTION 8</b>	<b>ADDITIONAL EMPLOYEE COMMENTS</b>
Please identify any other information that would help someone else understand your job more clearly:	
<p>This position oversees building and code enforcement for the city. The incumbent is responsible for the administration of the city's nuisance abatement program and proactive code enforcement. Building activities include occupancy, HVAC, plumbing, and electrical and related permits. In addition to the nuisance abatement program this position oversees property maintenance and property registration.</p>	

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

**SECTION 9** **SUPERVISOR INFORMATION**

<b>Supervisor Name</b>	Dan Devine	<b>Supervisor Title</b>	Mayor
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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
	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
<b>X</b>	Bachelor's Degree	Architecture, Engineering, Construction management, Public Administration, Planning, and related fields
	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.):  
 An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will also be considered.

**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):

2 years of supervisor experience; Nine years of progressively responsible experience in a public or quasi-public organization\* that is engaged in regulatory, or review, or inspections, or administration of such duties. \*preferred

<b>SECTION 12</b>		<b>CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB</b>	
<b>List Required Certification/Licensure/Training</b>	<b>How Attained/Provided</b>	<b>Required Upon Hire?</b>	<b>May Obtain After Hire?</b>
Driver's License	State of Wisconsin	<b>X</b>	
Building Inspector (Commercial and Residential)	State of Wisconsin		<b>X</b>
CVMIC – Certificate in Mgmt/Supervision	CVMIC		<b>X</b>
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
Professional Engineering License preferred. Testing fees, renewal fees and continuing education expenses paid for by the City.			

<b>SECTION 13</b>		<b>SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS</b>
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>	



**To BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

SECTION 14		SUPERVISOR INFORMATION	
<b>Administrative Designee Name</b>	Rebecca Grill	<b>Administrative Designee Title</b>	City Administrator

SECTION 15		ADMINISTRATIVE 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	