

# ADMINISTRATION AND PROJECTS MANAGER

(Exempt Appointment)

DPW-Milwaukee Water Works

**THE PURPOSE:** Work with Water Works Superintendent in the management and supervision of all personnel, plant facilities, and activities of the Water Works, including finance, engineering, water quality, operation and maintenance of purification plants, pumping stations, storage facilities, and water distribution and transmission system. Act as Superintendent in the absence of the Superintendent. *This position is exempt from Civil Service and is appointed by the Water Works Superintendent.*

## ESSENTIAL FUNCTIONS:

- Collaborates with Water Works Superintendent in the planning, management and administration of the Water Works.
- With Superintendent, develops strategies for improving operations, increasing efficiency, and positioning the utility for optimum effectiveness.
- Assists in daily management and supervision of all personnel, facilities, and activities of the Water Works.
- Reviews studies and makes recommendations on all facets of operations of the Water Works.
- Assumes role of Superintendent in his/her absence.
- Handles personnel matters, including grievances, labor issues, and local negotiations.
- Reviews and approves requests for various types of leaves.
- Maintains Water Works position vacancy list and carries out procedures for filling vacant positions, including appearing before Finance & Personnel Committee.
- Signs payrolls.
- Responsible for formulating and maintaining an active Water Works Diversity and Outreach (Equal Opportunity) Program.
- Participates in formulation of personnel policy at DPW level.
- Reviews specifications and plans prepared for purchase of materials and equipment for the utility. Selects and recommends vendors from bid schedules. Approves and signs Water Works' purchase requisitions and payment vouchers.
- Represents the utility before various boards and commissions (Public Service Commission, courts of law, Milwaukee Common Council and Committees, Civil Service Commission).
- Other activities as required.

## REQUIREMENTS:

1. Current status as a City of Milwaukee employee.
2. Bachelor's degree in engineering, business administration, economics, science or related field from an accredited college or university.
3. Five years of supervisory and managerial experience over a significant organizational unit.
4. Experience in handling personnel and labor relations issues including grievances and disciplinary actions.
5. Thorough knowledge of at least one section of the Water Works.
6. Valid State of Wisconsin driver's license at time of appointment and throughout employment.

**Note: Equivalent combinations of training and experience may be considered.**

**Current Salary Range (014)** is: \$3,029 to \$4,241 biweekly.

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