

PORT MAINTENANCE TRAINEE

Recruitment #1608-0894DC-001

List Type Original

Requesting Department PORT OF MILWAUKEE

Open Date 10/11/2016

Filing Deadline 11/1/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Port Maintenance Trainee performs a wide variety of general labor functions, installing, repairing, and maintaining equipment and caring for the grounds throughout the extensive Port of Milwaukee complex.

ESSENTIAL FUNCTIONS

- Uses specialized equipment and tools to perform railroad yard and track repairs and maintenance, replacing track material, tamping ballasts, and aligning track.
- Perform basic rough carpentry, painting, glazing, plastering, and cement work.
- Remove snow/ice on roads, docks, and railroad yard with the use of a 2½ ton truck snow plow and tractor loader with bucket.
- Install and assemble rigging systems.
- Maintain the port grounds, including removing trash, cutting grass and weeds, and spraying for weeds.
- Operate forklifts to move cargo.
- Lubricate railroad switches, power tools, cranes, and vehicles.
- Perform general dock wall maintenance and repairs by replacing timbers and wood decking, at times working from suspended staging over the water.

Port Maintenance Trainee (Port of Milwaukee)

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

The employee must be available for emergency and overtime work at any hour, for long durations, seven days a week in all weather conditions.

MINIMUM REQUIREMENTS

1. At least 18 years old at time of application.
2. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Experience with railroad track maintenance.
- Experience with vessel maintenance.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Skill in operating power tools and equipment to make repairs.
- Ability to use cutting and welding equipment.
- Ability to perform land and waterborne work.
- Ability to perform basic math calculations such as addition, subtraction, multiplication and division.
- Ability to properly build/assemble rigging.
- Ability to handle lines, tie knots, and tie up vessels.
- Ability to operate a vessel crane.
- Ability to function as part of a team.
- Ability to lift and move objects weighing 50 pounds or more.
- Ability to climb and work from heights above 30 feet.
- Ability to read and understand work related documents such as policies and procedures.
- Ability to effectively communicate with coworkers and managers to ensure that tasks and work assignments get completed.
- Ability to follow oral and written directions.
- Ability to perform railroad inspection and repairs.
- Ability to follow safety guidelines and procedures.

CURRENT SALARY

SALARY (PR 8AN): The current starting salary is \$31,607 annually for City of Milwaukee residents. The non-resident starting salary is \$30,831 annually.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **November 1, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.