

SELF HELP YARD SUPERVISOR

Department of Public Works – Operations Division, Sanitation

THE PURPOSE:

- The Self Help Yard Supervisor is responsible for managing daily operations at two City of Milwaukee self help drop off sites. This includes allocating resources and staff, overseeing contracted service providers, delivering exceptional customer service, handling conflict resolution and reconciliation of revenue collected by a third party for construction debris fees.

ESSENTIAL FUNCTIONS:

- Supervise and instruct self-help gate attendants, roll off operators and contracted staff on daily priorities and proper operations at the two self-help sites.
- Coordinate the removal of special wastes from self help by various contracted service providers.
- Provide public information and educate customers on City policies and ordinances that govern proper disposal of certain waste types.
- Resolve conflicts, complaints and service inquiries from citizens and public officials.
- Reconcile deposits and maintain various reports on revenue generated from construction debris fees collected by third party vendors.
- Analyze usage, revenue, tonnage and project trends.
- Participate in snow and ice control operations during winter season.

CONDITION OF EMPLOYMENT:

- This position will be subject to long or irregular hours during snow operations and other emergencies on a rotating basis.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Four (4) years of field experience in municipal public works activities, private solid waste experience, business management, **or** public administration.
2. A valid driver's license at time of appointment and throughout employment.
Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS:

1. Bachelor's degree in business administration, public policy or related field from an accredited college or university.
2. Direct supervisory and/or leadership experience.

KNOWLEDGE, SKILL AND ABILITY AND OTHER CHARACTERISTICS:

- Knowledge of municipal public works operations in refuse collection, recycling systems, street cleaning, snow plowing and ice control.
- Knowledge of and the ability to apply effective supervisory principles.
- Knowledge of computer applications and ability to enter and retrieve information from various city databases and software applications.
- Knowledge of basic accounting principles and skill working in Excel.
- Skill in prioritizing daily tasks, projects and responsibilities.

Self Help Yard Supervisor

- Ability to reconcile deposits with Treasurer's Office and update Financial Management Information System (FMIS).
- Ability to prepare accurate and effective written and oral communications.
- Ability to use good judgment and make sound decisions.
- Ability to effectively communicate with a wide audience, including the public, subordinates, other managers, and public officials.
- Ability to establish and maintain professionalism and effective working relationships when dealing with diverse groups of people.

SALARY (PR 1AX):

- The current starting salary is \$44,857 annually for City of Milwaukee residents. The non-resident starting salary is \$44,194 annually.

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.

The examination will be held as soon as practical after **September 13, 2013**. 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:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-2105.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.