

BRIDGE MAINTENANCE MANAGER

Recruitment #1502-5200-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ADMIN

Open Date 3/6/2015 12:00:00 PM

Filing Deadline 3/27/2015 11:59:00 PM

HR Analyst Jeff Harvey

PURPOSE

The Bridge Maintenance Manager is responsible for the planning, programming, coordinating, scheduling and supervising of all activities pertaining to bridge maintenance/repair programs for all bridges, viaducts, pedestrian bridges, and operation of movable bridges under the jurisdiction of DPW-Infrastructure.

ESSENTIAL FUNCTIONS

- Supervises, directs and provides technical direction and assistance to trade supervisors and field crews.
- Supervises and inspects construction/repair projects to enforce and adjust schedules as required, monitor costs and evaluate productivity.
- Supervises, schedules, and coordinates the annual repair/maintenance program for the bridge crews.
- Supervises and directs the operation of the movable bridges in the City of Milwaukee.
- Inspects existing bridge structures to evaluate the conditions and recommends repair/maintenance work.
- Coordinates the preparation of estimates for annual budget and existing budget repairs including O&M projects: bridge deck repairs, abutment repairs, and stairway repairs.
- Prepares reports, correspondence and maintains construction documentation.
- Responsible for the safety, training, and personnel relations of the bridge repair crews.
- Answers inquiries and requests for municipal services from citizens, advocacy groups, other city divisions, contractors, and elected officials.
- During snow/ice operations coordinates the snow removal and ice control of city owned bridges.

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.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed City of Milwaukee employee having passed probation for the current position held.
2. Bachelor's degree in Civil Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET).
 - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications claiming college credit without transcripts attached will be considered incomplete and will be rejected.*
3. Registration as a Professional Engineer in Wisconsin at time of appointment and throughout employment.

Bridge Maintenance Manager

4. Five years of municipal civil engineering experience which includes two years of experience in a supervisory/lead worker role.
5. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Structural civil engineering experience.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of construction specifications, materials, methods, procedures, bidding and contracts.
- Knowledge of management practices and principles to effectively manage direct reports.
- Knowledge of movable bridges and their operation.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, elected officials, co-workers and management.
- Oral communication skills to effectively present information and respond to questions from the public, contractors, employees, field supervisors, and elected officials.
- Written communication skills to prepare business correspondence and technical reports.
- Ability to review, analyze, and prepare technical reports and studies.
- Ability to plan, coordinate, and accomplish individual projects and initiatives.
- Ability to plan and coordinate the work of others on the team.
- Ability to work well under pressure and within deadlines.
- Ability to climb and perform work outdoors in all weather conditions.

CURRENT SALARY

SALARY (PG 1HX): The current starting salary for City of Milwaukee residents is \$70,827 annually. The non-resident starting salary is \$69,090 annually.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the DPW-ISC Bridges and Buildings reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.