

EQUIPMENT OPERATIONS SUPERVISOR I

Recruitment #1410-4312-001

List Type Transfer/Promotional

Requesting Department DPW-OPS-FLEET OPS

Open Date 10/30/2014 11:59:00 PM

Filing Deadline 11/21/2014 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

NOTE: ONLY CURRENT CITY OF MILWAUKEE, DEPARTMENT OF PUBLIC WORKS EMPLOYEES WILL BE CONSIDERED

PURPOSE

Supervise the daily operations of the Fleet Services Dispatch Office and office support staff. This position is also responsible for scheduling equipment, providing operators and related services to meet the needs of City of Milwaukee departments.

ESSENTIAL FUNCTIONS

- Assigning personnel and equipment to specific tasks.
- Supervising activities of equipment operators, driver workers and other support personnel.
- Planning and expediting arrangements for special and emergency work.
- Investigating complaints from customers, including other City departments, officials and citizens.
- Handling routine supervisory issues and disciplinary matters.
- Maintaining records of operations and assignments.
- Filling in for the Equipment Operations Manager in that person's absence.
- Participate in Ice Control and Snow Plow operations.

CONDITIONS OF EMPLOYMENT

Equipment Operations Supervisors normally work 1st shift, but may be required to work 2nd shift, 3rd shift and weekend hours. This person must be able to work long hours during emergency operations. Emergency operations require that Equipment Operations Supervisors be on call 24 hours a day.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed City of Milwaukee, Department of Public Works employee, having passed the probationary period for the current position held.
2. At least 2 years of experience in field operations, building services, or the repair of municipal automotive equipment OR an Associate's degree in Computer Science or Supervisory Management.
3. Valid Commercial driver's license—Class B or higher, with air brakes endorsement at time of appointment.

Equipment Operations Supervisor I (DPW-Fleet-Operations)

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 without transcripts attached will be considered incomplete and will be rejected.

DESIRABLE QUALIFICATIONS

- Familiarity with dispatching procedures is desirable.
- Supervisory experience is desirable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Skill in handling emergency assignments of personnel and equipment.
- Skill in interpersonal communications and public relations.
- Proficiency in the operation of computer software including word-processing, spreadsheet and database software.
- Skill in keeping records of personnel and equipment assignments.
- Ability to function effectively under stress.

CURRENT SALARY

The current starting salary (PG 1AX) for City of Milwaukee residents is \$56,746 annually and the non-resident starting salary is \$55,354 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 Department of Public Works 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.