

# WATER FIELD SUPERVISOR

Recruitment #1504-4389-001

**List Type** Transfer/Promotional  
**Requesting Department** DPW-WATER-BUSINESS  
**Open Date** 5/1/2015 12:00:00 PM  
**Filing Deadline** 5/22/2015 11:59:00 PM  
**HR Analyst** Jeff Harvey

## **INTRODUCTION**

**\*\* ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED \*\***

## **PURPOSE**

The Water Field Supervisor is responsible for supervising Water Distribution and Meter Services field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system, meter exchanges, testing, reading and programming.

## **ESSENTIAL FUNCTIONS**

- Direct the work activities of Water Distribution repair crew employees and Meter Service staff assigned to expedite repair and maintenance activities in the City of Milwaukee, Greenfield, St. Francis, and the Village of Hales Corners.
- Provide daily direct supervision of water distribution and meter service staff as assigned. Ensure safe work practices and standard operating procedures are followed.
- Supervise and direct water distribution field activities as they relate to scheduled and emergency water distribution system repair and maintenance.
- Coordinate crew activities with water main relay construction and the City's paving program. Coordinate water distribution field activities as they relate to the water distribution repair, water main relay program and the City of Milwaukee paving program.
- Communicate with the Water Distribution Scheduling Manager regarding the status of the specifics of each job as needed to consistently coordinate the scheduling of water distribution repair activities and to ensure coordination with other divisions and agencies.
- Conduct field checks of prospective jobs as it relates to clearances and conflicts by ensuring Digger's Hotline has marked locations of underground utilities.
- Operate wireless work order system for the efficient completion of water meter exchanges. Ensure appointments are maintained and additional work is assigned as needed. Complete detailed distribution work orders for each job to document work completed.
- Provide daily direct supervision to assigned employees to ensure compliance with MWW standard operating procedures, safety rules and regulations and DPW/MWW Major Work Rules, and MWW Rules and Regulations for Water Service.
- Provide on-call duty supervision throughout the year as assigned and respond to emergencies during and after business hours.
- Respond to the water service concerns of customers and elected officials in a diplomatic and considerate manner.
- Supervise the testing and repair of meters in the meter shop.
- Investigate customer inquiries concerning service interruptions, property damage, high bills, etc.

## **Water Field Supervisor**

---

- Establish annual meter reading schedules and maintain any corresponding documentation.

*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**

- Must be willing to work various shifts, holidays and weekends as assigned.
- Must be able to work outdoors in all types of weather conditions for extended periods of time.
- Must respond and conduct the duties of the on-call supervisor as scheduled and as needed to meet the needs of MWW.

### **MINIMUM REQUIREMENTS**

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Six years of experience in underground utility maintenance and repair, or water meter maintenance and repair.
  - ***NOTE:*** *Equivalent combinations of education and experience may be considered.*
  - ***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. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*
3. State of Wisconsin Department of Natural Resources Distribution Operations License D-1 within one year of appointment and throughout employment.
4. Valid Wisconsin Driver's license at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Bachelor's degree in Business Administration, Engineering or a related field from an accredited college or university.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of underground construction.
- Knowledge of water meter installation testing and repair.
- Knowledge of basic construction safety regulations.
- Knowledge of MWW rules and regulations.
- Knowledge of Microsoft Excel, Access, Outlook, ArcView, enQuesta and internet use for work purposes.
- Skill in using computers and understanding computer applications.
- Ability to read, understand and apply information from work related documents.
- Ability to operate electronic leak locating devices.
- Ability to read and interpret construction plans, prints, and GIS maps.
- Ability to analyze problems and determine and apply solutions.

## ***Water Field Supervisor***

---

- Ability to communicate effectively and tactfully with citizens, co-workers, employees, supervisors, and public officials.
- Ability to navigate the streets throughout the entire MWW service area.
- Ability to communicate effectively in writing.
- Ability to supervise and train employees, including the ability to plan, schedule, assign, and monitor the progress of work.
- Ability to work in adverse weather conditions.
- Ability to lift and transfer objects weighing up to 50 pounds and more weight with assistance.

### **CURRENT SALARY**

SALARY (PR 1BX): The current starting salary is \$61,650 annually for City of Milwaukee residents. The non-resident starting salary is \$60,138 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 Milwaukee Water 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.*