



***TRANSFER/PROMOTIONAL OPPORTUNITY***

**WATER PLANT MAINTENANCE SUPERVISOR**  
**Milwaukee Water Works**

**PURPOSE:**

The Water Plant Maintenance Supervisor provides technical assistance and supervision for the maintenance staff at two water treatment plants, working under the general guidance of the Water Plant Manager and direct supervision of the Water Maintenance Manager at each plant. The person in this position leads special projects related to preventive maintenance and repair activities; coordinates use of the computerized maintenance program; researches products, vendors, and contracts to assist with maintenance and plant operation projects as well as assist Water Engineering with plant specification details for capital improvement projects; and coordinates the Water Plant Waste Disposal Program to ensure compliance with regulatory agencies.

**ESSENTIAL FUNCTIONS:**

- Research and procure supplies, parts, equipment, and tools to maintain and fix plant equipment such as multi-million gallon pumps, large valves, complex control systems, piping, and heating and ventilation systems using proper City of Milwaukee purchasing procedures.
- Provide detailed research for service order and contracted services; solicit quotes; review and evaluate expertise of possible service providers relative to scope of work; and recommend suppliers, vendors, and/or contractors to plant management and Water Engineering.
- Coordinate maintenance activities and schedules with other City departments, review internal requisition process for accuracy, complete detailed records of procurement process, and maintain necessary documentation.
- Assist water maintenance management with special maintenance projects by researching products, vendors, and contractors and by providing plant maintenance history data, records, and plans for complex plant equipment and systems.
- Provide direction and control to staff on assigned special projects within the plants, pumping stations, and booster stations.
- Assist with the coordination of maintenance activities, the development of preventive maintenance procedures and records for equipment such as pumps, cranes, forklifts, and plant schedules for equipment modifications, renovations, and/or replacements.
- In the absence of the Water Maintenance Managers, manage staff work assignments, enforce work rules and personnel policies, monitor projects, and carry out other supervisory functions.
- Coordinate plant facilities' records, specifications, and plans with Water Engineering; evaluate equipment performance and replacement needs; and maintain detailed records.
- Review plans and prints, as requested by Engineering, to provide expertise and assistance for projects related to plant facilities.
- Manage the Water Plant Waste Disposal Program for plants, pumping stations, and booster stations.

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- Follow Water Works Waste Disposal procedures, coordinate waste storage and disposal, and maintain detailed records/logs as required by regulatory agencies.
- Assist Water Plant Managers in managing the computer maintenance system records concerning the status of preventive and demand work orders for equipment, buildings and grounds, and equipment history and repair costs; evaluation and development of preventive maintenance schedules and standards; and evaluation of replacement schedules for equipment.
- Maintain computer maintenance records for materials and tools purchased for specific jobs.

### **CONDITIONS OF EMPLOYMENT:**

- Must be willing to work extended or modified hours as needed, respond to emergency calls, and participate in the emergency on call rotation.
  - ***NOTE:*** *The person in this position works in the field approximately 25% of the time.*

*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. Current status as a regularly appointed City of Milwaukee employee having passed the probationary period for the current position held.
2. Six years of experience in the maintenance and repair of large industrial facilities, preferably water treatment, including at least two years of experience as a lead worker or supervisor with responsibility for maintenance scheduling.
  - ***NOTE:*** *Equivalent combinations of education and experience may also be considered.*
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. City of Milwaukee Stationary Engineer's permit to operate low pressure boilers within one year of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS:**

- Associate's Degree in a related technical or mechanical field from an accredited technical college OR a journey level certificate in one or more mechanical or electrical trades.
- State of Wisconsin DNR Waterworks Operator-Surface Water Certification.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of high pressure water pumping, power plant, and purification plant equipment and processes.
- Knowledge of the principles of maintenance and repair of equipment and machinery.
- Knowledge of and ability to operate computer maintenance management systems.
- Knowledge of workplace safety practices.
- Knowledge of procurement procedures.
- Ability to read and interpret blueprints, plans, and specifications.
- Quantitative reasoning skills.
- Ability to climb ladders and gain access to difficult and confined spaces around mechanical equipment, building systems, and roofs.
- Ability to work at heights such as the above ground storage water towers.
- Skill in the maintenance, inspection, and repair of large mechanical equipment, such as pumps, valves, piping, and heating and ventilation systems.

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- Ability to plan, direct, and supervise the work of others effectively.
- Oral and written communication skills.
- Interpersonal skills.
- Ability to use standard office software to create and maintain spreadsheets, word processing documents, and reports.
- Ability to conduct research.
- Planning, organizational, and time management skills.
- Ability to work in harsh – sometimes wet – environmental conditions.
- Ability to work in confined spaces underground.
- Ability to use SCBA

### **SALARY (PR1CX):**

- The current salary is \$50,959 annually for City of Milwaukee residents. The non-resident starting salary is 50,206 annually.

**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:** The transfer or promotion will be contingent upon successfully completing the following: 1) a physical exam, to meet confined space requirements, and 2) a background check.
- **NOTE:** The City's residency requirement as 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 286-2105.

### **APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: **Mr. Daniel Welk, Water Plant Manager-North, MWW-Linnwood Plant, 3000 N Lincoln Memorial Dr, Milwaukee, WI, 53211-3462**, by **October 4, 2013**. Receipt of applications may be discontinued any time after that date.