

COMMISSIONER OF PUBLIC WORKS

Recruitment #1808-5868-001

List Type	Exempt
Requesting Department	DPW - ADMINISTRATION
Open Date	8/6/2018 4:20:00 PM
Filing Deadline	8/20/2018 11:59:00 PM
HR Analyst	Kristin Urban

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INTRODUCTION

As a member of the Mayor's Cabinet, the Commissioner of Public Works is appointed by and serves at the pleasure of the Mayor; the appointment of the Commissioner of Public Works requires confirmation by the Common Council.
About Milwaukee

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee brings together its unsurpassed old world charm with a breathtaking art museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

The Department of Public Works

The Department of Public Works (DPW), comprised of the Administrative Services Division, Infrastructure Division, Operations Division, and Milwaukee Water Works, has a high standard for quality customer service and innovative and efficient infrastructure maintenance. DPW employees use their skills and creativity to deliver efficient operation of public works services 24 hours a day. They contribute to the quality of life and economic development of Milwaukee in many ways: providing clean, safe water; fostering the growth and beauty of the urban forest and boulevards; completing sewer and water and paving projects on or ahead of schedule; controlling

snow and ice to keep streets safe; and providing reliable and efficient solid waste and recycling collection. DPW is responsible for the design, maintenance, and operation of streets, sidewalks, alleys, bridges, sewers, water mains, underground conduit, telecommunications services, traffic signals, and street lighting for the City of Milwaukee, encompassing 96 square miles, 200+ City buildings, over 4,500 vehicles, 120+ miles of boulevards, and 200,000 street trees.

The Position

The City of Milwaukee is seeking an energetic, innovative public works leader to oversee the Department of Public Works (DPW). The ideal candidate will be a professional engineer with an accomplished background in engineering or public works management – someone who will work tirelessly to build upon DPW’s proud history and strategically lead DPW forward. The Commissioner directs and administers the Department of Public Works in accordance with the City Charter and Code of Ordinances.

A Sampling of Exciting Current Initiatives

- The Hop, presented by Potawatomi Hotel & Casino, is a new, modern fixed-transit network that will help attract and retain investment, business, and talent – creating jobs, improving quality of life, and increasing vitality.
- Milwaukee has over 100 miles of bike lanes along its streets and a number of trails throughout the city, including the Beerline, KK River, Oak Leaf, and Hank Aaron trails. The City of Milwaukee has partnered with Bublr Bikes, a locally-based non-profit organization, to operate an expanding public bike sharing system, with 57 stations that offer residents and visitors a healthy non-motorized option to make short trips by bike.
- To improve the reliability of the system, Milwaukee Water Works will replace an unprecedented 18 miles of water mains in 2018.
- The Department of Public works is replacing aging coin meters and parking kiosks with new smart meters.
- Public improvements for several major projects are underway throughout the city, including street construction, installation of street lights, sidewalks, and installation of fiber and copper infrastructure. Recent major projects include the Harley Davidson Museum, the Manpower headquarters building, the Potawatomi Casino expansion project, and The Brewery, located on the former Pabst Brewery site.
- The City recently implemented a comprehensive Urban Forestry Arborist Apprentice Program to prepare Arborist Apprentices to become Urban Forestry Specialists (Journey Worker Arborists) working for the City of Milwaukee.
- The Compete Milwaukee program, ongoing since 2014, connects unemployed Milwaukee residents with opportunities to gain meaningful work experience.

The program provides paid transitional jobs and career pathways trainings with a goal of equipping residents with the skills needed to compete for family supporting employment.

*For more information about DPW, please visit www.milwaukee.gov/mpw.
For budget information, including mission, strategic issues, initiatives, objectives, and outcomes for 2018, visit: http://city.milwaukee.gov/ImageLibrary/User/crystal/Budget-Books/2018_Adopted_Budget_Summary.pdf, pp. 137-156.*

ESSENTIAL FUNCTIONS

- Provide direction and policy guidance for the DPW, which includes the Administrative Services Division, Infrastructure Division, Operations Division, and Milwaukee Water Works.
- Oversee management of the Department's employees.
- Review and approve the Department's annual budget, including operating, capital, and enterprise funds (revenue generating enterprises).
- Act as contracting officer for the City on all contracts for public works; establish and administer all special assessments.
- Assume overall responsibility for the operation and maintenance of City's infrastructure assets, including bridges, buildings, land, communication systems, municipal equipment, sewer facilities, and water production, and distribution facilities.
- Direct and oversee the Operations Division, which is responsible for the collection of waste and recyclables, snow and ice control, and maintenance of the City's urban forest and boulevards.
- Direct and oversee the City's parking enforcement operation and the maintenance and operation of City-owned parking facilities.
- Recommend and promote initiatives in the areas of diversity, emerging business enterprise, and economic development.
- Serve as a chairperson or member of various special committees and task forces as prescribed by the Mayor or Common Council.

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. **Five years of progressively responsible senior management experience** overseeing a large multi-function public works and/or engineering organization.

2. **Bachelor's Degree in Engineering** from an ABET-approved college or university (Accreditation Board for Engineering Technology).
3. **Registration as a Professional Engineer (P.E.)**, with eligibility for registration in Wisconsin at time of appointment.

IMPORTANT NOTE: Equivalent combinations of education and experience may also be considered.

P.E. registration is required by Ordinance.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical knowledge

- Extensive knowledge of public works and municipal engineering trends and best practices.
- An understanding of the capabilities of information technology to transform public works operations and services.
- Ability to read and understand complex documents such as laws, policies, and technical publications.

Leadership skills

- Strong executive leadership and managerial skills.
- Ability to provide operational oversight in the areas of strategic planning, budgeting, communications, organizational performance, finance, contracts, resource allocation, customer service, and safety.
- Vision, imagination, initiative, passion, and flexibility.
- Ability to build a diverse and culturally inclusive organization.
- Ability to provide responsible stewardship of City resources and represent the City of Milwaukee professionally and ethically.

Communication and interpersonal skills

- Excellent oral communication skills, interpersonal ability, and political acumen to be able to work collaboratively with colleagues and elected officials, professionals, contractors, academia, community groups, and the public.
- Ability to effectively represent the department before public bodies and the media.
- Superior written communication skills to be able to write well-crafted policies, narratives, reports, articles, presentations, and correspondence.

Critical thinking and planning skills

- Ability to analyze and solve complex problems.
- Decision-making skills and sound judgment.
- Organizational and planning skills to be able to effectively oversee workflow processes and manage competing priorities and challenges under pressure.

CURRENT SALARY

Salary at time of appointment may be up to **\$147,335.50 (City of Milwaukee resident) or \$143,720.92 (non-resident), subject to approval.**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a **cover letter and resume**.

*Email cover letter and resume by **Monday, August 20, 2018** to: **Kristin Urban, Human Resources Manager, krurban@milwaukee.gov, 414.286.8643.***

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **August 20, 2018**. Receipt of application materials 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.