

# ELECTRICAL SERVICES MANAGER

Recruitment #1809-5122-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-WATER-LINNWOOD
<b>Open Date</b>	10/29/2018 3:30:00 PM
<b>Filing Deadline</b>	11/19/2018 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

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## INTRODUCTION

What Milwaukee can offer YOU

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 has evolved through the years, bringing 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 Electrical Services Manager provides technical guidance to and coordinates, trains and supervises the Municipal Services Electricians who work throughout the Milwaukee Water Works (MWW) Plants section.

## ESSENTIAL FUNCTIONS

- Train, coordinate, schedule and supervise the work activities of Municipal Service Electricians to accomplish preventive maintenance, predictive overhauls, demand repairs, and emergency repairs of the water treatment plant, pumping stations, booster stations and water storage tanks.
- Provide expert assistance for complicated repairs and provide tools and equipment necessary to expedite assignments.

- Maintain compliance of staff with work rules, policies and procedures as well as ensure specific compliance with safe work procedures.
- Coordinate with operational activities to minimize disruptions to water supply and treatment.
- Provide ongoing instruction and demonstration regarding the operation and servicing of existing and new electronic circuitry, electrical tools, high voltage switchgear, small and large motors, variable speed drive equipment, DC battery control systems, high voltage substations, service and repair to system automation equipment.
- Work closely with Plant Automation Manager, Information Technology Manager and Engineering on projects for Plants, Distribution, Meters, and Wholesale Metering.
- Troubleshoot electrical problems, analyze failures to determine methods of solutions.
- Provide detailed research for service order and contracted services, solicit quotes, review and evaluate expertise of possible service providers in relation to scope of work and recommend suppliers, vendors and/or contractors to Plant management and Water Engineering.
- Fully utilize functions of the computerized maintenance management system (CMMS) for both preventive and demand maintenance to manage and review the workload of MWW-Municipal Services Electricians.
- Ensure proper maintenance of equipment, compliance with electrical codes and adherence to safety regulations. Monitor the CMMS to prioritize outstanding work orders and preventive maintenance duties. Review work orders in process for progress of work completed and work left to complete. Review notes to address any problems as reported.
- Research maintenance history of equipment to effectively maintain the operation of the treatment plant, pumping and booster stations.
- Assist Engineering and Plants staff to define capital improvement and operation and maintenance budget projects. Prepare recommendations for electrical system alterations, including a description of the need for alterations, listing of materials required, estimates of work hours, showing itemized and total costs.
- Coordinate the electrical activities of the water treatment plants, pumping and booster stations with construction projects on a specific activity or for the entire project. Coordinate with Engineering and contractors to complete projects and coordinate staff involvement with the project(s) or in advance of a project. Ensure maintenance staff activities align with the project timeline and do not delay any aspect of the project schedule.

- Under the direction of the Water Plants Manager, perform general administrative functions, including payroll and daily timekeeping, hiring, sick leave control, safety, training, employee evaluations, discipline, affirmative action and grievances.

*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 experience as a licensed journey level electrician experience installing and maintaining related facilities or other similar industrial plant facilities. **OR**  
A bachelor's degree in Electrical Engineering plus five years of electrical engineering experience.

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

2. Valid driver's license and use of a properly insured automobile\* for use on the job at time of appointment and throughout employment. (\*Automobile allowance is provided.)
3. Obtain a State of Wisconsin Master Electrician's License within 12 months of appointment and throughout employment.

**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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.**

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of electrical systems, tools, equipment, codes and safety procedures.
- Knowledge of safe work practices.
- Knowledge of preventative maintenance programs.
- Knowledge of business principles such as budgeting and inventory management.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to read and interpret blueprints, plans, specifications and engineering drawings.

- Ability to plan and carry out short and long-term projects and coordinate multiple projects at the same time.
- Ability to direct staff work activities, handle personnel issues, evaluate employee performance, and select and train staff.
- Ability to train MWW electrical employees on trouble shooting and programming electrical systems and equipment.
- Ability to work cooperatively with contractors, other managers and supervisors, elected officials, and the general public.
- Effective oral and written communication skills, including the ability to prepare reports.
- Ability to add new insights into situations and apply innovative solutions to make organizational improvements.

### CURRENT SALARY

**SALARY** The current salary range (pay range 1GX) for City of Milwaukee residents is \$81,639 – \$93,010 annually and the non-resident salary range is \$79,636 – \$90,728 annually. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

*Note: The employee designated to hold the Type C Contractors Electrical License for the City (MWW) shall receive an additional \$120 per pay period.*

**BENEFITS** The City of Milwaukee provides a comprehensive benefit program which includes:

- 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/Benefits2018>.

## SELECTION PROCESS

**The Selection Process** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**Initial Filing Date** The examination will be held as soon as practical after **Application Deadline**. Receipt of applications 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

**Applications** and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL)

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

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