

Mechanical Maintenance Supervisor

Recruitment #1901-4476-001

List Type	Original
Requesting Department	DPW-OPS-SANITATION
Open Date	4/15/2019 4:05:00 PM
Filing Deadline	5/6/2019 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

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 Mechanical Maintenance Supervisor provides first line supervision to the facilities maintenance staff and assigned Sanitation yard staff to maintain and operate Sanitation facilities, equipment, and processes, which includes six district buildings and garages, a maintenance shop, salt domes and salt conveyor systems, deicing liquid productions and storage, and two Drop-Off Centers.

ESSENTIAL FUNCTIONS

- Oversee deicing liquid program including proper inspection, maintenance, and training of staff in the areas of liquids equipment and facilities for brine, calcium chloride, blended products and other various chemical storage and production.
- Conduct regular salinity sampling and maintain proper documentation to ensure consistent quality control and effective brine chemistry.

- Manage the salt inventory at the nine storage locations to maintain adequate supply of all salt and deicing materials throughout the season and to anticipate need based on history and upcoming weather forecasts.
- Conduct research of liquids storage, mixtures, and dispensing systems to meet the winter operational needs of the City.
- Oversee and ensure appropriate preventative maintenance schedules are followed for all Sanitation owned equipment and maintain detailed documentation and recordkeeping system for all maintenance work.
- Manage and track equipment condition and expected life cycles and provide advice on appropriate equipment replacement plans and associated specifications to assist with bid solicitations.
- Oversee and supervise minor facility repairs and alterations including minor carpentry, plumbing, electrical, painting and masonry repairs to correct and repair conditions, support operations, and satisfy safety requirements at various Sanitation facilities.
- Coordinate the proper maintenance of the material handling equipment such as conveyor systems and other dispensing systems by ensuring proper use, inspection, and documentation of maintenance is conducted.
- Communicate and coordinate with Sanitation managers to maintain inventory of refuse containers, parts and supplies. Oversee the repair and maintenance of containers such as replacement of wheels and covers to extend and maximize their useful life.
- Manage the repair of winter operation damages such as property damage repairs to lawn, mail boxes, and fence posts from heavy equipment operations in an urban environment.

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

- **Appointment to the Mechanical Maintenance position within the Milwaukee Department of Public Works requires residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc/Residency-Map.htm#.WPTR5E11qAg>.**

- Must work variable and extended hours to meet the City's needs during weather-related events and other emergencies that may include evenings, weekends, and holidays.
- Ability to work outdoors in variable and extreme weather conditions (e.g., heat, cold, rain, wind, and snow).
- Ability to tolerate various environmental conditions indoors and out (e.g., noise, vibration, dirt, pollen).
- Ability to work at heights of up to 125 feet and in confined spaces.
- Ability to properly lift and move objects weighing up to 20 lbs. alone or up to 50 lbs. with assistance.

MINIMUM REQUIREMENTS

1. Four years of experience operating, maintaining and repairing equipment and facilities, including at least two years of team leadership and supervision experience.
2. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Experience associated with solid waste or deicing and storage of salt and chemicals.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of safety practices and procedures and of the administrative and housekeeping duties associated with operating and maintaining a repair facility.
- Ability to plan, organize and coordinate work, staff, and resources to meet deadlines.
- Ability to evaluate and prioritize repairs considering safety, cost, and need for the equipment.
- Ability to understand technical manuals and information.
- Ability to work independently as well as work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to maintain accurate and organized equipment maintenance records.
- Honesty and the ability to safeguard City resources.
- Ability to communicate both orally and in writing with a diverse groups of people including co-workers, subordinates, managers, DPW-field staff, contractors, vendors, and the general public.

- Ability to participate in the management and supervision of snow and ice control operations.

CURRENT SALARY

The current salary range (PG 1BX) for City of Milwaukee residents is \$48,670 - \$67,616 annually and the non-resident salary range is \$47,476 – \$65,957. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The Mechanical Maintenance Supervisor, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, will receive 4.8% additional biweekly salary as compensation for such over-time work.

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/Benefits2019>

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Department of Employee Relations and the Department of Public Works – Operations 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after the deadline listed above. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE

- Applications and further information can be accessed by visiting 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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.