

SELF-HELP YARD SUPERVISOR

Recruitment #1901-4368-001

List Type	Original
Requesting Department	DPW-OPS-SANITATION
Open Date	2/15/2019 2:22:00 PM
Filing Deadline	3/8/2019 11:59:00 PM
HR Analyst	Deidre Steward

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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 Self-Help Yard Supervisor is responsible for managing the daily operations of two City of Milwaukee Drop Off Center Facilities. This includes allocating and supervising staff, overseeing contracted service providers at the sites, delivering exceptional customer service, resolving conflicts and auditing revenue collected from user service charges.

ESSENTIAL FUNCTIONS

- Supervise and instruct gate attendants, roll off operators and contracted staff on daily priorities and proper operations at the two public drop off centers.
- Coordinate the removal of special wastes from drop off centers by various contracted service providers.
- Provide public information and educate customers on City policies and ordinances that govern proper disposal of certain waste types.
- Resolve conflicts, complaints and service inquiries from citizens and public officials.

- Reconcile deposits and maintain various reports relative to revenue generated from drop off center user charges.
- Analyze usage, revenue, tonnage and project trends.
- Participate in snow and ice control operations during the winter season.

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

- **Consistent with Wis.Stat.Sec.66.0502(4)(b) and Rule VIII, Section 9 of the Rules of the Board of City Service Commissioners, this position has been designated as “emergency personnel”, and the successful candidate will have six months from date of appointment to establish residence within 15 miles of the jurisdictional boundaries of the City of Milwaukee. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <https://city.milwaukee.gov/fpc/Residency-Map.htm#.XGSYRk1YaUI>**
- Must be able to work long hours for extended periods of time for snow and ice control operations to include evenings, weekends and holidays.
- Must be able and willing to respond and report for other non-winter after hour work assignments to address the emergency needs of the department.
- Ability to work weekends, irregular shifts and shifts without two consecutive days off.
- Ability to work in outdoors in adverse weather conditions for extended period of time.
- Ability to climb ladders and work at heights.

MINIMUM REQUIREMENTS

1. Four years of field experience in municipal public works activities, private solid waste experience, business management, or public administration.
2. Valid State of Wisconsin driver’s license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and

include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in business administration, public policy or related field from an accredited college or university.
- Direct supervisory and/or leadership experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of municipal public works operations in refuse collection, recycling systems, street cleaning, snow plowing and ice control.
- Knowledge of and the ability to apply effective supervisory principles.
- Knowledge of safety regulations and safe worker practices.
- Knowledge of computer applications and ability to enter and retrieve information from various city databases and software applications.
- Knowledge of basic accounting principles and skill working in spreadsheet databases.
- Skill in prioritizing daily tasks, projects and responsibilities.
- Ability to reconcile deposits with Treasurer's Office and update the Financial Management Information System (FMIS).
- Ability to prepare accurate and effective written and oral communications.
- Ability to read and interpret work-related documents.
- Verbal communication and presentation skills in order to positively represent the department to groups both large and small.
- Interpersonal skills; ability to collaborate effectively with other City managers, elected officials, fellow staff, direct reports, and outside parties.
- Customer focus and a dedication to exceptional service delivery; ability to interact with citizens in a courteous, tactful, and concerned manner.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Analytical skills to interpret data and to identify and develop process improvements.
- Team leadership skills; ability to set performance standards and monitor work in progress.
- Ability to problem-solve and effectively address complex challenges.
- Ability to consistently demonstrate professional conduct.

CURRENT SALARY

The starting salary (Pay Range 1AX) for City of Milwaukee residents is \$56,746-\$63,426 annually, and the non-residents salary range is \$55,354-\$61,870. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The Self-Help Yard 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.

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*
- *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: 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 **Friday, March 8, 2019**. 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, <http://city.milwaukee.gov/jobs>.
- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 103

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