

SANITATION SERVICES MANAGER

Recruitment #1603-5411-001

List Type Original

Requesting Department DPW-OPS-SANITATION

Open Date 5/6/2016

Filing Deadline 5/28/2016 11:59:00 PM

HR Analyst Jeff Harvey

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 Sanitation Services Manager position calls for a progressive, media-savvy waste management professional who will continue the City of Milwaukee's tradition of providing superior sanitation, snow control, and recycling services to its citizens as well as offer operational know-how and the ability to implement state-of-the art advancements.

Essential Functions

- Direct Sanitation management staff in the planning, organizing and implementation of Sanitation operations; including program development and analysis, service level assessment and delivery, development and monitoring of performance and production metrics and integration of technology to maximize operational efficiencies.
- Oversee all solid waste, recycling and City cleanliness operations.
- Oversee and implement waste reduction strategies consistent with the Mayor's "40 by 2020" waste diversion plan.
- Oversee and implement strategies to increase recycling tonnage and resident participation.
- Direct and manage snow plowing and ice control operations.
- Manage employee and labor relations including promotions, staffing, discipline, sick and employee safety programs.
- Hear and resolve supervisors' and employees' personnel and safety concerns.
- Plan and administer workforce staffing and development needs and programs.
- Manage constituent relations and report to elected officials concerning inquiries on sanitation service delivery.
- Identify, pilot, and implement new solid waste strategies that improve efficiency and service quality.
- Represent the Sanitation Division at hearings, committees and other public meetings.
- Responsible for media and public outreach on solid waste, recycling and snow & ice operations.

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

- Must be able to work weekends, nights and long hours during the winter season (December through April) to oversee snow and ice control operations.

Minimum Requirements

1. Bachelor's Degree from an accredited college or university with a major in Management, Business, Business Administration, Public Administration or a closely related field.
2. A minimum of five (5) years of solid waste/public works operational, administrative and supervisory experience that is closely related to the Essential Duties listed above.
3. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: *To receive credit for high school or college coursework, 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. Your transcript must be legible (readable) and include the following information: the school name, your name, the degree completed (if applicable) and the date the degree was completed.*

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

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of current solid waste management methods and technologies including: residential refuse and recycling collection, transfer station operations, materials recovery facility operations, route management, and hauling & disposal contracting.
- Knowledge of municipal and state solid waste and recycling ordinances.
- Knowledge of safety regulations and safe worker practices.
- Knowledge of contract administration including, preparation, negotiations, monitoring and performance evaluation.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of effective snow & ice removal practices for a large urban City.
- Ability to plan, organize, and direct solid waste, recycling and snow operations.
- Ability to develop and administer solid waste and recycling collection programs.
- Ability to develop policies to encourage waste reduction.
- Ability to plan, direct, supervise, coordinate and set standards to motivate a diverse workforce in multiple service delivery areas.
- Ability to analyze complex solid waste management problems, evaluate alternatives and make recommendations to elected officials.
- Ability to deal tactfully with the general public, elected officials, the media and other City departments.

Current Salary

The starting salary (PG 1JX) for City of Milwaukee residents is \$80,442 and for non-residents is \$78,469. Appointment up to \$99,753 is possible based on qualifications and experience.

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.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process

INITIAL FILING DATE – The examination will be held as soon as practical after **Friday, May 27, 2016**. 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.