

# SHOP AND MAINTENANCE SUPERVISOR

Recruitment #1507-4823-001

**List Type** Original  
**Requesting Department** DPW-OPS-FORESTRY  
**Open Date** 10/2/2015  
**Filing Deadline** 10/23/2015 11:59:00 PM  
**HR Analyst** Jeff Harvey

## **PURPOSE**

The Shop and Maintenance Supervisor directs and supervises seasonal and daily fleet maintenance and repair operations performed by a small team of equipment mechanics (3) and one Lead Equipment Mechanic servicing a wide variety of outdoor power equipment and vehicles. This position also participates in directing and supervising snow and ice operations, and provides equipment maintenance and repair support as needed during large storm events.

## **ESSENTIAL FUNCTIONS**

- Supervise outdoor equipment maintenance and repair facility supporting Forestry and Sanitation field operations.
- Direct and supervise the maintenance and repair of outdoor power equipment (such as commercial riding mowers, skid loaders, tractors, forklifts, trailers, chainsaws, blowers, trimmers, and snow and ice removal equipment) utilized by the Forestry Services and Sanitation Services Section, and other city departments or agencies.
- Coordinate and review requests for new and replacement equipment.
- Coordinate and submit budget requests for tools, equipment and supplies.
- Determine priority of repairs based upon need and cost.
- Disburse, track, stock and maintain equipment and supply inventories to support operations.
- Research, evaluate, prepare bid specifications and requisitions for new and replacement equipment and supplies.
- Study and analyze operations and procedures to improve performance and reduce costs.
- Act as liaison with various agencies, both public and private, on events requiring Forestry/Sanitation assistance, equipment or supplies and between vendors and division personnel.
- Act as liaison for emergency and/or routine facilities maintenance.
- Process requests for service and contract work in a timely and efficient manner.
- Administration of policies and procedures established by Forestry/Sanitation Services Manager.
- Maintain attendance, discipline and time records of subordinates.
- Maintain inventory and service records of all section equipment.
- Oversee annual inventory of section equipment.
- Participate in the direction and supervision of snow and ice control 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**

- The Shop and Maintenance Supervisor is subject to emergency call-out 24/7.

## **Shop and Maintenance Supervisor (DPW-Operations, Forestry)**

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### **MINIMUM REQUIREMENTS**

1. Six years of experience repairing mechanical equipment including at least three years of experience at or above the level of crew leader.
  - Note: Equivalent combinations of education and experience may also be considered.
  - **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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.
2. Valid Driver's License at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Supervisory experience
- Related Automotive Service Excellence (ASE) or Equipment & Engine Training Council (EETC) Certifications

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of basic carpentry, electrical and plumbing repairs, gas and electric arc welding, 2-cycle and 4-cycle engine repair, hydraulic systems repair and general machine shop work.
- Knowledge of supervisory principles and practices.
- Knowledge of maintenance shop operations and regular upkeep.
- Ability to maintain records and files related to equipment maintenance and budget planning.
- Ability to plan, organize and coordinate work, staff, and resources to meet deadlines.
- Ability to evaluate and prioritize repairs taking cost and needs for the equipment.
- 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 direct, supervise, evaluate, motivate, train, coach, and discipline subordinate employees.
- Ability to lift and carry up to 50 lbs. of materials/equipment and more weight with assistance.
- Ability to participate in the management and supervision of snow and ice control operations.
- Ability to effectively manage activities and remain calm during emergency operations.

### **CURRENT SALARY**

**SALARY (PR1DX)** The current starting salary is \$54,865 annually for City of Milwaukee residents. The non-resident starting salary is \$53,519. Appointment above the minimum is possible.

**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.

INITIAL FILING DATE – The examination will be held as soon as practical after **October 23, 2015**. 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.

- ***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 during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. 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.***