

WATER PLANT OPERATIONS SUPERVISOR

Recruitment #2005-5074-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-LINNWOOD
Open Date	6/19/2020 4:45:00 PM
Filing Deadline	7/10/2020 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

****THIS POSITION IS OPEN TO CURRENT MILWAUKEE WATER WORKS EMPLOYEES ONLY****

PURPOSE

The Water Plant Operations Supervisor oversees and coordinates schedules of water treatment staff at one of the two Milwaukee Water Works (MWW) treatment plants, three major pumping stations, seven booster pumping stations, two elevated and four above-ground water storage facilities, ensuring safe and continuous coverage for operations.

ESSENTIAL FUNCTIONS

- Supervise the plants operational staff, including oversight of daily work orders and assignments.
- Coordinate all operational activities with other departmental activities, including water quality, maintenance, electrical, automation, distribution and engineering.
- Manage rotating schedules and leaves (e.g. vacation, sick leave) to ensure proper staff coverage for operations.
- Monitor job assignments and ensure deadlines are being met with accuracy and in compliance with state and federal regulations including US Environmental Protection Agency (EPA), Safe Drinking Water Act, Wisconsin Department of Natural Resources (DNR), Local Water Quality Standards, Occupational Safety and Health Administration (OSHA), and the Department of Commerce (DOC).
- Conduct staff orientation programs and ongoing coaching for proper techniques and professionalism.
- Assist with the coordination of staff training to maintain shift coverage.
- Enforce and follow MWW safety and security policies.
- Monitor operations staff for compliance with all MWW policies.
- Implement and exercise MWW emergency response plans and instructions to be used in case of natural disaster, chemical spill, etc.
- Prepare, review, and analyze plant performance data to monitor and troubleshoot automation processes of the MWW water treatment plant and water system operations, ensuring processes are continuously meeting all MWW operations and water quality standards.
- Assist the Water Plant Operations Manager to review and approve Change Management requests, develop written operating procedures, action plans, and other materials for standard operations, projects and activities at the plant facilities.

- Develop, plan, and implement projects to optimize and improve the efficiency of all water treatment operations at MWW treatment plant, including pumping, ozone, coagulation/sedimentation, filtration, and disinfection.
- Review and implement efficient operations at all MWW pumping and booster station operations.
- Coordinate and maintain water treatment chemical inventories for MWW treatment plants, ensuring that applicable regulations are met.
- Review technical plans, specifications, and reports from engineering and other sources to proposed or existing installations of equipment and report on their functional adequacy and feasibility.

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 respond to emergency call outs for assistance after normal business hours.
- Must be able to work for extended hours to respond to emergencies.
- Must be able to travel from one MWW location to another in variable weather conditions.
- Must be able to supervise an around-the clock, 365 day per year operation.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee, Department of Public Works - Water Works employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in environmental science, engineering, chemistry or closely related field from an accredited college or university.
3. Two years of experience in water treatment operations, water plant design, pumping, distribution, or other related MWW experience.
4. Department of Natural Resources (DNR) Municipal Water Supply Operator Certification within 9 months of appointment and throughout employment.
5. Valid Wisconsin driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may 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 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.

DESIRABLE QUALIFICATIONS

- DNR Distribution Operator Certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of drinking water treatment processes, including chemical feed systems and dosing, ozone generation, filtration and sedimentation processes, and water storage and pumping.
- Knowledge of current DNR and EPA drinking water regulations.
- Knowledge of leadership practices and principles to effectively manage direct reports.
- Skill in analyzing data, including reading and interpreting multiple sources of data to inform decision making.
- Ability to foster teamwork and inclusiveness within a diverse workforce.
- Oral communication skills to effectively communicate with staff, the public and management.
- Written communication skills to prepare business correspondence, reports, records, and procedure manuals.
- Decision-making and problem-solving skills to handle complex technical issues as they arise.
- Ability to proficiently use computer programs such as Outlook and Microsoft Office Suite.
- Ability to identify and consult with internal and external authorities or experts to address critical situations.

- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a changing environment.
- Ability to handle emergency situations in a calm and professional manner.
- Ability to collaborate for the successful completion of projects in the best interest of the utility and its customers.
- High ethical standards to ensure regulatory compliance.

CURRENT SALARY

The current salary range (1FX) is \$72,063-\$87,270 annually, and the resident incentive salary range for City of Milwaukee residents is \$74,225-\$89,889. *Appointment will be made in accordance with the City of Milwaukee Salary Ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works, Water Works 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee, Department of Public Works – Water Works employees hired through a City Service Commission process and have successfully passed a probationary period for a Civil Service position will be considered for this position. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

APPLICATIONS and further information may 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.

CONCLUSION

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