

WATER PLANT MAINTENANCE MANAGER

Recruitment #1501-4691-001

List Type Original

Requesting Department DPW - WATER DEPARTMENT

Open Date 4/8/2015 4:35:00 PM

Filing Deadline 5/1/2015 11:59:00 PM

HR Analyst Marti Cargile

PURPOSE

Under the direction of the Water Plant Operations Manager, the Water Plant Maintenance Manager is responsible for the management and supervision of maintenance and repair activities associated with large-scale water purification plants and related pumping and storage facilities through preventive and reactive maintenance. The Water Plant Maintenance Manager has a full range of supervisory responsibilities for a variety of skilled and non-skilled employees engaged in maintenance activities and related major projects.

ESSENTIAL FUNCTIONS

- Manage and direct the maintenance and repair of Milwaukee Water Works sophisticated pumping and purification facilities and equipment, including booster stations and structures.
- Identify and resolve all regular and extraordinary maintenance and repairs, including instrumentation and supervisory control systems required to ensure continuous and dependable water production and pumping for both regular and peak demand.
- Coordinate water plant maintenance activities with plant operations to minimize disruption of plant production.
- Promote workplace safety.
- Liaise with engineering personnel on plant maintenance problems, and incorporate maintenance considerations in the selection of new and replacement plant equipment.
- Oversee the work of contractors with plant maintenance activities and operational considerations.
- Develop cost estimates and plans for maintenance projects.
- Handle all aspects of the purchasing process for materials, equipment, and tools according to City procurement and purchasing standards, including soliciting and evaluating bids for materials and services and meeting with vendors to evaluate the quality of their products.
- Use maintenance management software to assign work and keep records of maintenance activities and equipment.

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

- This position is subject to 24-hour emergency call-out response, extended hours, and weekend coverage as required to meet the operational and maintenance needs of Milwaukee Water Works.

MINIMUM REQUIREMENTS

Water Plant Maintenance Manager

1. Four years of recent experience in the maintenance and repair of large industrial facilities, preferably in water or wastewater treatment, performing duties related to this position. At least one year of the experience must have been at the lead worker or supervisor level with responsibility for maintenance scheduling.
2. Possession of a Forth Class Stationary Engineers Permit issued by the City of Milwaukee within six months of appointment and throughout employment.
3. Valid Wisconsin Driver's license and the availability of a properly insured personal automobile for use on the job 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.*

DESIRABLE QUALIFICATIONS

- Wisconsin Department of Natural Resources (DNR) Waterworks Operator Certification, Surface Water Subclass.
- Self-Contained Breathing Apparatus (SCBA) certification.
- Bachelor's degree in engineering, industrial management, or a related field from an accredited college or university OR an associate's degree in a related technical or mechanical field.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Broad knowledge of aspects and principles of maintenance and repair of equipment and industrial machinery.
- Comprehensive knowledge of high pressure water pumping, power plant, and purification plant equipment and processes.
- High level of mechanical aptitude.
- Ability to read and interpret blueprints, plans, and specifications.
- Ability to read and interpret job-related documents and technical publications.
- Knowledge of mathematics and the ability to make accurate calculations.
- Effective verbal communication, training, written communication, and reporting skills.
- Ability to establish and maintain effective working relationships with staff, contractors, vendors, and the public.
- Knowledge of management principles and the ability to effectively plan, direct, and supervise the work of others.
- Analytical and problem-solving skills, as well as decision-making skills and sound judgment.
- Project management, planning, organizational, and time management skills.
- Knowledge of and commitment to safe work procedures.
- Proficiency in the use of standard computer applications such as word processing and spreadsheet.
- Ability to learn and operate computerized maintenance management systems.
- Physical ability to climb ladders and gain access to difficult and confined space areas around mechanical equipment, building systems, and roofs.

Water Plant Maintenance Manager

- Ability to frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds.

CURRENT SALARY

The current starting salary (PG 1DX) for City of Milwaukee residents is **\$54,865** annually, and 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. 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 **May 1, 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.