

BRIDGE OPERATOR SUPERVISOR

Recruitment #1611-4289-001

List Type	Transfer/Promotional
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	1/5/2017 3:50:00 PM
Filing Deadline	1/27/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY **

PURPOSE

Under the direction of the Bridge Maintenance Manager, the Bridge Operator Supervisor supervises and directs the activities of Bridge Operator Leadworkers, Bridge Operators, and Municipal Services Electricians assigned to Bridges. This includes the operation and maintenance of the City's 21 movable bridges to ensure safe passage of vessels on the City's inland waterways in accordance with Federal rules and regulations. The Bridge Operator Supervisor is responsible for the day-to-day activities of the Maintenance Crew assigned to the movable bridges. He or she determines and directs safe work procedures and training of the Bridge Operators. The Bridge Operator Supervisor also makes recommendations for reconstruction projects regarding the movable bridges. During snow operations, the Bridge Operator Supervisor coordinates the snow removal of these bridges within the City.

ESSENTIAL FUNCTIONS

- Schedule and direct activities of the following in the operation of 21 movable bridges, 24 hours a day, 365 days a year, including scheduling overtime, vacations, and holidays:
 - Bridge Operator Leadworkers (currently 6)
 - Bridge Operators (currently 22)
 - Municipal Services Electricians (currently 2)
- Evaluate and determine routine repairs and emergency maintenance for 21 movable bridges, and assign division personnel or engage outside contractors to correct malfunctions. Oversee periodic trial openings to test bridges and troubleshoot issues.
- Perform management activities for approximately 30 employees, including enforcing departmental rules and policies, reviewing time sheets, handling routine personnel problems, answering grievances, and applying disciplinary action within the scope of the authority of the position as delegated by the Bridge Maintenance Manager. Conduct sick leave visitation of Bridge Operators.
- Provide training for Bridge Operators in remote and manual bridge operations and maintenance techniques.
- Assist the Bridge Maintenance Manager in supervising bridge maintenance crews. Be responsible for maintenance activities in the absence of the Bridge Maintenance Manager.

Bridge Operator Supervisor (DPW-Infrastructure, St/Bridges)

- Respond to inquiries from vessel owners and interested parties in the scheduling of bridge openings. Field complaints from motorists and citizens regarding bridge operations. Handle bridge operations correspondence to the Coast Guard, other City agencies, utilities, and the general public.
- Inspect 21 movable bridges to ensure that the bridges are operational under all weather conditions. Inspect bridge machinery mechanisms, roadways, platforms, and pits.

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 Bridge Operator Supervisor must be willing and able to do the following:

- Be on-call 24 hours per day/7 days a week in case of emergency.
- Work outdoors in all weather conditions, tolerate noise and variable environmental conditions, and use a respirator to reduce exposure to airborne contaminants.
- Perform medium physical work, exerting up to 50 lbs. of force occasionally and lifting and moving objects weighing 10-20 lbs. frequently.
- Walk distances, climb stairs and ladders, see well to read controls, and hear all types of traffic.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary for a civil service position.
2. Four years of experience in the operation and maintenance of movable bridges, including two years as a Bridge Operator Leadworker; **OR**
Four years of experience in the operation, maintenance, and repair of large, complex, electrical and/or mechanized machinery, at least two years of which must have been in a supervisory or lead worker capacity.
Equivalent combinations of training and experience may be considered.
3. Valid State of Wisconsin Driver's License at time of appointment and throughout employment. Must have a good driving record.

DESIRABLE QUALIFICATIONS

- Experience using automated electrical controls to operate large equipment.
- General knowledge of the Federal Navigation Regulations.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the operation, maintenance, and repair of large, complex, electrical and/or mechanized machinery, particularly movable bridges, including familiarity with the techniques, equipment, and materials used.
- Knowledge of public safety and a commitment to employing and teaching safe work procedures.
- Supervisory skills: ability to effectively motivate, develop, direct, and train a large staff engaged in the operation, inspection, and maintenance of movable bridges. Ability to deal effectively with problem employees, apply appropriate disciplinary actions when work rule infractions occur, and handle grievances at the first step.
- Oral and written communications skills to be able to clearly present information to direct reports, City managers and other government officials, outside contractors, vessel owners, and citizens.
- Interpersonal and customer service skills to be able to effectively work with and address problems faced by the owners and operators of commercial vessels, the Coast Guard, contractors, and the public.
- Organizational and planning skills to respond to service requests in a timely manner and meet assignment deadlines.
- Analytical and problem-solving skills as well as the ability to make decisions independently and exercise sound judgment.
- Familiarity with standard computer applications such as word processing and email.
- Ability to remain calm during emergency situations.
- Honesty, integrity, and ability to responsibly manage City resources.

CURRENT SALARY

THE CURRENT SALARY RANGE (PAY RANGE 1BX) for City of Milwaukee residents is **\$48,670-\$67,616** annually, and the non-resident salary range is \$47,476-\$65,957.

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 reserve the right to call only the most qualified candidates to oral or 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.

INITIAL FILING DATE - The selection process will be held as soon as practical after **Friday, January 27, 2017**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

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