



TRANSFER/PROMOTIONAL OPPORTUNITY
FIELD OPERATIONS INSPECTION SPECIALIST
(DPW - Infrastructure Services Division)

THE PURPOSE: To supervise and manage the review, approval and inspection of the private use of public rights of way including construction, excavation, occupancy and specialty permits issued by the City of Milwaukee. This involves working directly with private contractors, public and private utilities and private businesses to ensure compliance with plans, specifications and permit requirements.

ESSENTIAL FUNCTIONS:

- ❖ Direct and supervise inspection staff in the field review and inspection of all permitted use of the public rights of way to ensure compliance with plans, standards and reporting requirements.
- ❖ Review and update specifications, ordinances, inspection methods and procedures, inspection fees and summary reports.
- ❖ Communicate with contractors and various companies regarding their work in the public right of ways including investigation of non-permitted uses, violations of permit requirements, issuance of compliance orders and interpretation of city specifications and policies.
- ❖ Review and approve permit applications involving private utility and construction companies for excavation and/or occupancy within the public right of way. Determine special requirements including fees, deposits, restrictions and site restoration.
- ❖ Develop, coordinate and prepare contract documents including field review, inspection, contract management and payments for various DPW contracts involving street maintenance and sidewalk repair projects.
- ❖ Direct and supervise office personnel performing clerical support functions for the Field Operations section.
- ❖ Perform other job-related responsibilities as assigned

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee at the level of a Public Works Inspector II (PR 540) or above.
2. Five (5) years of experience in an engineering/technical field such as field construction or maintenance, construction inspection, highway work, or other closely related field performing duties related to this position with a minimum of two (2) years of experience with the City of Milwaukee at the level of Public Works Inspector II (PR 540) or above.

OR

An Associate's degree in Construction/Engineering Technology or closely related field and (3) three years of experience in an engineering/technical field such as field construction or maintenance, construction inspection, highway work, or other closely related field performing duties related to this position with a minimum of two (2) years of experience with the City of Milwaukee at the level of Public Works Inspector II (PR 540) or above. **Transcripts (unofficial copies acceptable) must be submitted with application.**

Equivalent combinations of education and experience may also be considered.

3. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of construction methods, techniques and materials.
- Knowledge of City of Milwaukee policies, ordinances and procedures relating to public rights of way.
- Written communication skills with the ability to produce clear, concise and accurate reports.
- Interpersonal skills and the ability to interact with elected officials, property owners, contractors and other agencies in an effective and courteous manner.
- Supervisory skills.
- Oral communication skills.
- Ability to listen to and handle complaints using diplomacy, tact and sound judgment.

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- Planning and organization skills, flexibility and ability to meet goals and deadlines.
- Analysis and judgment skills.
- Proficient use of computer applications including Word, Excel, etc.

THE CURRENT SALARY RANGE (005) IS: \$47,109 to \$65,956 annually. This is a management position.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments; written test, oral 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 the selection process. Oral examinations may include written exercises. Information from the selection process will be used to make hiring decisions. Selected candidate will be transferred or promoted to this position.

APPLICATION PROCEDURE: The employment application for this position is available from the Department of Employee Relations website: www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554 or by calling 414.286.3751.

Return or send your completed application to: Dale Mejaki, Infrastructure Operations Manager, Department of Public Works, 841 N. Broadway, Room 710, Milwaukee WI 53202-3681 by December 10, 2010.

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