

TRANSFER/PROMOTIONAL OPPORTUNITY FIRE EQUIPMENT REPAIRS SUPERVISOR MILWAUKEE FIRE DEPARTMENT

The Purpose:

To manage all shop maintenance activities and supervise employees engaged in the repair and maintenance of vehicles and equipment in the Firefighting Division and various bureaus of the department.

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

Essential Functions:

- Manages and supervises all aspects of maintenance and repair to apparatus and equipment. Prioritizes scheduling to ensure vehicle and equipment repairs are met in a timely manner. Establishes spare vehicle and equipment availability. Maintains and upgrades computerized vehicle and equipment records system. Schedules seasonal equipment for preparedness.
- Assists in preparing vehicle and equipment specifications. Assists in evaluating and making bid recommendations. Inspects and modifies new vehicles and equipment when delivered.
- Develops a good working relationship with vehicle and equipment manufacturers, repair shops, and parts vendors. Supervises and approves outside vendor repairs and costs. Deals with vendors concerning warranty repairs and billing. Monitors safety recalls.
- Upgrades vehicles and equipment with the latest technology when it becomes available. Inspects fleet for readiness and approves repairs. Coordinates State of Wisconsin vehicle emission testing.
- Handles employee training, scheduling, and grievances. Assists in hiring and terminations. Maintains a list of employees for possible emergency callback at greater alarms. Maintains a safe working environment.
- Monitors and approves department repairs and costs. Approves accounts payable invoices and evaluates vendors. Proposes budget recommendations on shop equipment, vehicles, and buildings. Prepares and submits requisitions for outside repairs and service.
- Receives trouble calls from Fire/EMS companies and Fire Dispatch after hours between 1600 hours and 0730 hours weekdays and all day Saturdays, Sundays, and holidays, which involves directing companies and repair personnel regarding troubleshooting, vehicle repairs or activation of reserve apparatus.

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

Requirements:

1. Current status and at least 3 months of experience as a regularly appointed employee of the City of Milwaukee.
2. Minimum of four years of automotive mechanic or repair experience in a recognized automotive repair establishment.
3. Valid Wisconsin Driver's License with good driving record at the time of appointment and throughout employment. *Qualified candidates will be required to present a copy of their driving record at the time of interview.*
4. Automotive supervisory experience is highly desirable.

Note: Equivalent combinations of education and experience may also be considered.

Knowledge, Skills and Abilities:

- Knowledge of the operation, repair, maintenance, servicing, and potential problems of apparatus, vehicles, and firefighting equipment.
- Familiarity with all operating parts, functioning, and care of all motor vehicle apparatus.
- Ability to inspect and diagnose mechanical failures and defects.
- Ability to operate and drive all types of vehicles in the department.
- Practical background of basic physical science, mathematics, hydraulics, physical and mechanical principles, administrative functions, purchasing procedures, and timekeeping.
- Working knowledge of the procedures, processes, methods, materials, tools, and equipment in the automotive maintenance and repair field, and of the safety requirements and occupational hazards of repair shops.
- Knowledge of parts department and stockroom procedures.
- Ability to work under extreme pressure, stress, and rigid time frames.
- Ability to communicate well and use computers efficiently.
- Ability to motivate, evaluate, direct, and coordinate employees and their work activities.

The Current Salary (007) is \$2,058.41 to \$2881.61 bi-weekly with excellent benefits.

Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday. This position is subject to recall for emergencies at all times.

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 and/or practical test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

Application Procedure: You may get the special **Employment Application for this position** and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications must be returned to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street, 3rd Floor, Milwaukee, WI 53233 by **April 18, 2008**. Receipt of applications may be discontinued anytime after this date.

#08-068TR

March 27, 2008

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The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.