

MANHOLE OPERATIONS SUPERVISOR

Sewer Operations Supervisor
Recruitment #1410-4517-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ELECTRICAL

Open Date 10/13/2014 12:00:00 PM

Filing Deadline 10/31/2014 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

The Manhole Operations Supervisor will oversee and manage the Electrical Manhole Repair and Replacement program.

ESSENTIAL FUNCTIONS

- General management of the electrical manhole replacement crew.
- Responsible for the crew's safety compliance including traffic control, utility location, and personal protective equipment.
- Responsible for prioritizing, budgeting and coordinating work with management and technical staff.
- Approve daily labor, equipment, materials, and productivity reports.
- Order pre-case and manhole materials needed for repair and replacements while following DPW purchasing policies.
- Assist Engineering Technicians to determine priorities and schedule/coordinate work assignments for repair crew.
- Communicate with Hot Line services, Call Center, and field personnel to assure all work being conducted in the public right-of-way is safe and scheduled according to DPW standards.
- Ability complete office duties and field duty assignments including, scheduling, progress updates and management meetings as required.
- Prepare as-built records including, street permits, plat book data reports, and as-built drawings.
- Prepare cost estimates.
- Contact vendors to order materials, determine services required for various phases of projects and coordinate activities with other agencies such as Fleet Services, Electrical Services Underground.
- Comply with Engineering plans, specifications and special provisions.
- Available to work non-standards hours for emergencies, such as a manhole cave-in.

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 as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for current position held.

Manhole Operations Supervisor (Sewer Operations Supervisor)

2. Two (2) years of experience in manhole construction repair or maintenance, with at least one year of experience leading a crew.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of Electrical Manhole construction/repair procedures, equipment and regulations (OSHA and DILHR).
- Knowledge of electrical systems distribution with a good understanding of basic electrical wiring.
- Knowledge of safety rules concerning high voltage, open excavation techniques and confined space requirements.
- Knowledge of management principles and practices.
- Analytical and problem-solving skills.
- Written communication skills.
- Interpersonal and customer service skills, including tact and diplomacy.
- Ability to plan and coordinate labor, equipment and materials required for electrical manhole repair or replacement work.
- Ability to organize, coordinate and review work of field crews.
- Ability to meet deadlines and goals by directing and re-directing work force crews.
- Ability to successfully manage multiple projects simultaneously at various stages of completion.
- Ability to enforce all work and safety rules.
- Ability to read and interpret technical documents.
- Ability to direct and train other technicians.
- Ability to keep up-to-date technically.

CURRENT SALARY

The current starting salary is \$48,294 for City of Milwaukee residents. The non-resident starting salary is \$47,109 annually.

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 Infrastructure – Manhole Repair and Replacement Project Division 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 non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.