



TRANSFER/PROMOTIONAL OPPORTUNITY
METER REPAIR SUPERVISOR
(Department of Public Works–Water Works-Meter Services)

THE PURPOSE: Incumbent will be responsible for the management and overall supervision of the Meter Repair Shop activities and related fieldwork services.

ESSENTIAL FUNCTIONS:

- Supervising the repair and testing of meters in the shop.
- Supervising the field service of meters including the installation, testing, repair and exchange of meters.
- Supervising the installation of emergency services including providing temporary water supplies to customers.
- Overseeing the permits issued for temporary hydrant use including the issuance of placards, field verification of proper use, etc.
- Supervising the shop facilities including job-related machinery, equipment, vehicles and their maintenance.
- Maintaining adequate and cost-effective inventory of meter repair parts and meters.
- Acting as a consultant to building owners and contractors in establishing water code compliance.
- Meeting with building owners and contractors to determine acceptable meter installations.
- Resolving job-related disputes with the public.
- Proactively develop training programs as job methods and procedures are improved.
- Drafting reports on shop and field activities.
- Routinely assessing job-related operational procedures to determine their overall effectiveness.
- Enforcing disciplinary procedures.
- Hiring of staff people.
- Assisting Water Meter Services Manager in the development of Meter Shop budget.
- Performing other job-related duties 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. Completion of 60 credits in a **Mechanical, Industrial** or another **closely related** Engineering field of study from an accredited college or university. Copies of transcripts must be submitted with application.
2. Two (2) years of experience overseeing the installation, repair, and maintenance of meters or other experience closely related to the functions above.
3. Valid Driver's license at time of appointment and throughout employment.
4. Current status and at least three (3) months of experience as a regularly appointed City of Milwaukee employee.
Equivalent combinations of training and experience may also be considered.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Skill in repairing and maintaining meters.
- Skill in utilizing job-related machinery and vehicles.
- Skill in planning, scheduling, budgeting, and forecasting.
- Ability to communicate tactfully with the general public.
- Ability to transfer objects weighing up to 50 lbs unassisted.
- Basic knowledge of plumbing and hydraulics is desirable.
- Basic knowledge of computers is also desirable.

THE SALARY RANGE (005) IS: \$44,349 - \$62,092 annually.

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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 tests, interview, or other assessment methods. The Department of Employee Relations and the hiring 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 applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting our website at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications should be returned to Jeff Novak, Dept. of Public Works-Meter Shop, 1901 S. Kinnickinnic Ave. by April 27, 2005.

#05-039TR—JRS (SM)

4/5/05

The City of Milwaukee is an equal opportunity employer and values and encourages diversity.

METER REPAIR SUPERVISOR