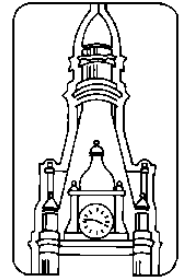


City of Milwaukee
Dept. of Employee Relations
Room 706, City Hall

PLEASE POST



TRANSFER/PROMOTIONAL OPPORTUNITY for PORT FACILITIES SUPERVISOR

PURPOSE OF POSITION: To plan, execute and supervise all Port operational duties and the maintenance of facilities and equipment, to act as the alternate Port's facility security officer and to act as principal backup for the Port Operations Manager.

ESSENTIAL FUNCTIONS:

- ◆ Plan, implement and supervise all day to day work needed to maintain the Port's facilities, including marine facilities, railroads, grounds, equipment, cranes and buildings.
- ◆ Plan and supervise the work of others.
- ◆ Develop plans for all operational activities under the direction of the Port Operations Manager, and for the repair and maintenance of Port infrastructure, facilities and equipment.
- ◆ Manage the implementation of such plans to ensure the highest level of service quality in providing operational services to tenants and customers.
- ◆ Assist the Port Operations Manager in the daily running of Port activities and respond to the needs of port tenants for the use of cranes, equipment and other services provided by port staff.
- ◆ Act as alternate Port facility security officer under the regulations of the Department of Homeland Security.
- ◆ Perform other 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.

NOTE: This position requires frequent evening and weekend hours.

REQUIREMENTS:

1. At least four (4) years of experience working in a large, complex facility with responsibility for large-scale maintenance projects including the repair of buildings, facilities, and large-scale equipment.
2. Two years of the above experience must have been as a supervisor or manager.
3. Must become certified as a Facilities Security Officer and obtain a Transportation Worker Identification Credential within six months of appointment.
4. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
5. Valid Wisconsin driver's license at time of appointment and throughout employment.

NOTE: *Equivalent combinations of education and experience may be considered.*

DESIRABLE QUALIFICATIONS:

- ◆ Bachelor's or Associate's degree in an engineering or technical field related to this position.
- ◆ Experience with commercial port operations.
- ◆ Experience with the maintenance and repair of marine facilities and equipment.
- ◆ Experience with the maintenance and repair of railroad tracks.
- ◆ Experience with facility security and employee safety.
- ◆ Experience in expediting work orders.
- ◆ Experience in working in a large manufacturing production, distribution, or warehouse environment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan and carry out maintenance and repair work of marine and land facilities, buildings, railroad tracks, and grounds.
- Strong mechanical ability.

Port Facilities Supervisor (page 2)

- Knowledge and understanding of mechanical repairs, machinery operation, and electrical maintenance and repair.
- Ability to think creatively to solve problems under pressure.
- Ability to prioritize and handle multiple tasks.
- Ability to read engineering drawings and property maps.
- Strong supervisory skills to supervise mechanics, maintenance employees and crane operators.
- Knowledge of the principles and practices of security and safety.
- Excellent customer service skills.
- Ability to build and maintain good working relationships with a variety of people.
- Effective written and oral communications skills.
- Knowledge of commercial port operations and shipping.
- Basic computer skills.

SALARY GRADE (08): \$2,193.39 to \$3,070.63 biweekly (\$57,028 to \$79,836 annually)

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, interview, or other assessment methods. The Port of Milwaukee reserves 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: Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St., Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.

*Submit your completed application to Wayne Johnson, Port Operations Manager, Port of Milwaukee, 2323 S. Lincoln Memorial Drive Milwaukee, WI 53207-1054 by **September 22, 2010**. Receipt of applications may be discontinued anytime after this date.*