



## **TRANSFER/PROMOTIONAL OPPORTUNITY**

### **PROGRAM ASSISTANT II Water Works/Plants**

**THE BASIC PURPOSE:** of this position is to assist in the research, development, implementation and analysis for the Water Works Computerized Maintenance System (CMMS) for equipment at the water treatment plants.

#### **ESSENTIAL FUNCTIONS:**

- Identify equipment at the water treatment plants to be included in the CMMS.
- Recommend preventive maintenance strategies of identified equipment to Maintenance Supervisors.
- Utilize CMMS software to set up, track, and modify equipment entries, tasks, schedules vendors and inventory requirements.
- Investigate and analyze records of work performed on specific pieces of equipment.
- Conduct physical inspections and visits throughout the plant facilities.
- Analyze historical data on costs of labor and parts for preventive and breakdown maintenance.
- Maintain PLC point database.

*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.
2. Four years of clerical experience with at least one year of experience at or above the Office Assistant III level.
3. Valid State of Wisconsin Driver's License.

#### **DESIRABLE QUALIFICATIONS:**

1. Four years of experience in an equipment related maintenance environment.
2. General physical maintenance experience in an industrial setting.
3. Experience in Microsoft Word and Excel.
4. Working knowledge of Crystal Reports and Access.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to work independently and with others in a skilled labor environment.
- Strong organizational and interpersonal skills.

**THE CURRENT SALARY RANGE (530) IS: \$39,094.12 to \$44,256.94 annually.**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related 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 oral tests, 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.

**All completed application materials should be returned to Dave Kaminski, Water Plant Automation Manager, Howard Avenue Purification Plant, 3929 S. 6<sup>th</sup> St., Milwaukee, WI 53211 by May 16, 2008.**