

# PROPERTY MAINTENANCE AND COMPLIANCE MANAGER

Recruitment #1601-4843-001

**List Type** Transfer/Promotional

**Requesting Department** DPW-OPS-FORESTRY

**Open Date** 2/22/2016 11:30:00 AM

**Filing Deadline** 3/11/2016 11:59:00 PM

**HR Analyst** Marti Cargile

## INTRODUCTION

### **IMPORTANT NOTE:**

***THIS POSITION IS OPEN \*ONLY\* TO CURRENT CITY OF MILWAUKEE DPW-FORESTRY DIVISION EMPLOYEES.***

## PURPOSE

Under the direction of the Forestry Services Manager, the Property Maintenance and Compliance Manager oversees programs and maintenance services for 4,600 City-owned vacant and tax-foreclosed properties. The person in this position manages a staff of urban forestry technicians, crew leaders, and contract inspectors who perform inspections and conduct code enforcement activities related to property conditions, hazard trees and nuisance vegetation, sidewalk snow and ice, and public right-of-way encroachments. The Property Maintenance and Compliance Manager also prepares, lets, and makes recommendations for award of related contracts; manages special requests; maintains databases; prepares reports and budget estimates; and provides administrative support for senior management. In addition, the person in this position manages general ice control operations on City-owned properties using a large contract workforce.

## ESSENTIAL FUNCTIONS

- Manage multiple grounds maintenance contracts for 4,600 City-owned vacant and improved parcels.
- Direct urban forestry technicians and contract inspection staff performing contract compliance inspections and condition assessments of City-maintained parcels as well as code enforcement activities.
- Direct and coordinate urban forestry technicians and contract inspectors performing regulatory activities related to enforcement of City ordinances.
- Prepare bid documents, coordinate bid solicitations, and perform contract administration for City lot maintenance.
- Oversee code enforcement programs and activities, including program planning and staff coordination for efficient enforcement of noxious weeds, public right-of-way encroachment, and hazardous and diseased tree ordinances on private property.
- Appear at Administrative Review and Appeals Board meetings to represent the Forestry Section on appeals related to code enforcement violation actions and orders.
- Supervise urban forestry technicians and temporary contract inspectors, including assessing work quality, work productivity, adherence to work rules, and safe work procedures. Conduct performance reviews.
- Coordinate on-going staff training to ensure safe, knowledgeable, and efficient job performance. Assist in the development, analysis, and evaluation of various operations and programs.

## **Property Maintenance and Compliance Manager (DPW-Ops-Forestry)**

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- Prepare daily and biweekly work progress, safety, training, accident, and ad hoc reports as well as other documents.
- Update and maintain electronic records related to City property inventories, property inspections, maintenance activities performed, contractor performance, contractor property assignments, and hazardous and nuisance vegetation abatement activities. Verify contractor invoices for work completion and payment.
- Participate in the management of General Snow and Ice Control Operations on City-owned lots and other Forestry emergency operations, such as responding to wind storms, ice storms, tornadoes, and construction damage.
- Investigate and resolve sensitive and complex citizen and aldermanic service requests related to property management and code enforcement on City-owned properties.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

- This is a first-shift position; however, the Property Maintenance and Compliance Manager will be required to work beyond standard business hours and occasionally on weekends and holidays to respond to various emergencies and to manage contracts related to sidewalk snow and ice control operations, tall weeds and grass, and hazard tree abatement.
- The Property Maintenance and Compliance Manager must be willing to work outdoors in variable weather conditions (e.g., heat, cold, and wind) and tolerate conditions such as noise, dirt, and pollen.

### **MINIMUM REQUIREMENTS**

1. Current status as a regularly-appointed employee of the City of Milwaukee Department of Public Works-Forestry Division, having passed the probationary period for the current position held.
  2. Associates degree in forestry, horticulture, biology, conservation science, plant science, or a related field from an accredited college or university.
  3. Five years of experience performing work closely related to this position's essential functions, including three years of supervisory or lead worker experience.
  4. Possession of a Wisconsin Pesticide Applicators License (Category 3A) within six months of appointment.
  5. Attainment of International Society of Arboriculture (ISA) Certified Arborist® credential within six months of appointment.
  6. Valid State of Wisconsin driver's license at time of application and throughout employment.
- Equivalent combinations of education and experience may be considered, such as a related bachelor's degree plus three years of experience related to this position in a lead worker or supervisory role.
- IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

**DESIRABLE QUALIFICATIONS**

- ISA Tree Risk Assessment Qualification.

**KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of urban forestry, including tree anatomy and physiology and the tools, equipment, terminology, materials, and operations used in modern arboriculture, including tree planting, tree pruning, and tree and stump removal.
- Ability to identify common tree and landscape plant species as well as signs and symptoms of insects and diseases, including decay, structural defects, and other hazardous conditions in trees.
- Knowledge of the potential impacts of construction practices on the urban forest. Ability to read and interpret engineering, landscape, and irrigation plans and drawings. Ability to prepare special provisions that minimize construction impacts on forestry infrastructure.
- Knowledge of grounds, landscape, and property maintenance.
- Knowledge of industry standards, applicable state and federal regulations, municipal ordinances, administrative policies, and common law property rights as they relate to urban forestry and landscape practice. Knowledge of safety related to arboriculture and property maintenance.
- Ability to read and understand work-related documents. Ability to interpret and enforce City ordinances.
- Knowledge of mathematics and the ability to perform accurate calculations.
- Knowledge of standard software programs, such as word processing, spreadsheet, database, and personal information management software. Ability to use and train others to use specialized industry software programs.
- Knowledge of management, supervision, and training best practices. Ability to effectively plan and coordinate staff (technicians and contractors) and resources to meet deadlines. Ability to direct, supervise, evaluate, motivate, train, coach, and discipline subordinate employees.
- Organizational, planning, and time management skills.
- Oral communication skills, including the ability to represent the department in public hearings.
- Written communication skills, including report-writing skills.
- Knowledge of budgeting and contract administration. Ability to effectively manage a large number of maintenance and nuisance abatement contracts. Ability to prepare accurate contract cost estimates and manage contract services and expenditures within budget allocations. Ability to write clear and enforceable contract specifications that conform to City policies and requirements; prepare, assemble, and let bid documents; and make recommendations for award.
- Interpersonal skills; ability to work well with senior management and elected officials, colleagues, direct reports, outside service providers, and the public.
- Customer service skills and the ability to represent DPW-Forestry professionally and calmly. Ability to gather supporting documentation and respond diplomatically to effectively resolve escalated inquiries and complaints received from the public, elected officials, other departments, and other agencies relative to regulatory duties or actions and property maintenance concerns.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to maintain confidentiality regarding all personnel-related matters.
- Physical ability to traverse rough, uneven terrain as well as wet and slippery surfaces. Ability to climb stairs, ascend and descend ladders, and kneel or crouch to access work areas. Ability to lift and move up to 50 lbs. occasionally.

**CURRENT SALARY**

The current starting salary (Pay Range 1DX) is **\$54,865** annually for City of Milwaukee residents. The non-resident annual salary is \$53,519.

**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 hiring department 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.

**INITIAL FILING DATE:** The selection process will be conducted as soon as practical after **March 11, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

- 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/promotional opportunities.

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- NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.