

**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**PUBLIC WORKS COORDINATION MANAGER**  
(Department of Public Works-Administration)

This position is exempt from Civil Service. Appointment and continued employment are at the pleasure of the Commissioner of Public Works.

**PURPOSE**

This position is responsible for coordination of DPW services for all major development projects. With two full time staff, this position also supervises the administration of all DPW construction and professional service formal contracts. Formulates and interprets policies that impact workforce development in the construction and skill trade industries.

**ESSENTIAL FUNCTIONS:**

- Coordinates DPW services needed to plan and complete major development projects.
- Represents the Commissioner of Public Works as the point of contact for elected officials, developers, organized labor groups, community groups, etc. regarding development projects.
- Acts as the City of Milwaukee ADA Coordinator.
- Investigates, reviews, and resolves complex and politically sensitive development and planning issues.
- Prepares and coordinates out-of-program infrastructure agreements with private developers.
- Manages the DPW contract staff in the annual award and administration of all formal DPW contracts.

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

**REQUIREMENTS:**

- Bachelor's Degree in Engineering, Architecture, Planning, Natural Resources Management, Public Administration or a closely related field from an accredited college or university.
- Five years of progressively responsible professional public works experience performing duties related to the position.
- Current status and three months of experience as a regularly appointed City of Milwaukee employee with two (2) years of experience at a Management Civil Engineer – Senior or equivalent level in salary grade 12 or above. Equivalent combinations of education and experience may be considered.
- Valid Wisconsin driver's license at time of appointment and throughout employment.

**DESIRABLE QUALIFICATIONS:**

- Registration as a professional engineer, architect or lawyer
- Knowledge of the City's public infrastructure systems.
- Highly developed written and oral communication and interpersonal skills
- Judgment and decision-making ability; ability to analyze and manage complex and sensitive development projects and effectively handle competing priorities.
- Initiative; ability to work independently and as part of a team.
- Leadership ability; strong organizational and planning skills and the ability to effectively direct and supervise staff and projects.

**THE CURRENT SALARY GRADE (14) IS:** \$3,217.43 to \$4,504.30 biweekly.

**SELECTION PROCESS:** This process is job related. The Department of Public Works will screen applicants based on an evaluation of each applicant's education, experience, and professional accomplishments. The applicants considered most qualified will be invited to participate in the selection process that will consist of a personal interview.

**APPLICATION PROCEDURE:** Please send your resume and cover letter by August 15, 2011 to Preston Cole, DPW – Office of the Commissioner, 841 N. Broadway, Room 501.

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