

SANITATION DISTRICT MANAGER

Recruitment #1909-4810-001

List Type	Transfer/Promotional
Requesting Department	DPW-OPS-SANITATION
Open Date	9/6/2019 5:00:00 PM
Filing Deadline	9/27/2019 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

****THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE, DEPARTMENT OF PUBLIC WORKS EMPLOYEES ONLY****

PURPOSE

The Sanitation District Manager directs the day to day operations of one of the three geographic areas of the City of Milwaukee in order to maintain efficient collection of refuse and recycling and to ensure efficient snow and ice control operations.

ESSENTIAL FUNCTIONS

- Plan, organize, coordinate and monitor operations to ensure current and seasonal project workload demands are met and to maintain consistent routes and services.
- Assign duties, check or inspect completed work, professionally train, coach and develop, and recommend disciplinary action for first line supervisors.
- Monitor personnel management and production goals.
- Investigate and resolve complex citizen and aldermanic service requests in accordance with accepted policies and ordinances and with sensitivity to individual circumstances.
- Ensure field crews deliver quality service, maintain a consistent level of productivity, adhere to standard operating procedures and policies and maintain good resident relations.

- Coordinate on-going training at work sites to ensure safe, knowledgeable and efficient job performance of staff. Promote an educated and well informed work force.
- Ensure staff is knowledgeable and well equipped to carry out the duties of their positions.
- As part of the City of Milwaukee Snow and Ice Control response team, assist in operation and event planning and preparations. Maintain yard supplies, equipment and personnel to meet the demands of operations throughout the winter season. Manage snow and ice control event operations in assigned area.
- Respond to and manage emergency events such as flooding and storm debris clean up.
- Perform administrative functions such as preparing reports, authoring correspondence letters, memos and emails, completing personnel related documents, providing statistical data and reports and obtaining and responding to requests. Utilize various city and department websites, computer applications and technologies for monitoring activities and requests.
- Represent the department at aldermanic events such as town hall meetings and neighborhood walks to answer questions and to serve as a liaison to the department.

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

- Consistent with Wis. Stat. Sec. 66.0502 (4)(b) and Rule VIII, Section 9 of the Rules of the Board of City Service Commissioners, this position has been designated as “emergency personnel,” and **the successful candidate will have six months within which to establish residence within 15 miles of the jurisdictional boundaries of the City of Milwaukee.**
- Must be willing and able to work variable and extended hours to meet the City’s needs during weather-related events and other emergencies.
- Must be able to travel throughout all parts of the City of Milwaukee to meet the needs of the department.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee, Department of Public Works employee, having successfully completed a probationary period for a civil service position.

2. Five years of supervisory experience in operations, production, construction or a related field.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS

- Experience in municipal public works or private solid waste and recycling.
- Bachelor's degree in public administration, management, environmental studies, occupational health and safety or a related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to supervise a large, diverse work force of specialized and laboring staff.
- Ability to solve complex operational problems using sound judgment and reasoning.
- Ability to manage multiple priorities, sometimes under pressure.
- Ability to provide excellent customer service to the public, including resolving escalated complaints in a professional, sensitive and tactful manner.
- Ability to resolve conflict in a diplomatic manner.
- Ability to remain calm in stressful situations.
- Ability to plan, direct and organize resources efficiently to achieve desired outcomes.
- Knowledge of municipal public works operations.
- Knowledge of OSHA regulations and workplace safety.
- Ability to read and interpret job-related documents, including maps.
- Ability to communicate with a variety of individuals, including policy-makers, the media, citizens, colleagues and staff.
- Written communication skills, including the ability to produce memos, letters, and email messages.
- Ability to work effectively with multi-level, multi-cultural staff, city officials, and the public.
- Ability to utilize computer applications such as word processing, spreadsheet, database, and the Internet.
- Ability to build effective work teams and to advocate for and motivate staff to accomplish daily tasks.
- Ability to consistently demonstrate professional conduct.

CURRENT SALARY

The current salary range (1DX) is \$54,865-\$76,806, and the resident incentive salary range for City of Milwaukee residents is \$56,511-\$79,110. Appointment will be made in accordance with the City of Milwaukee salary ordinance.

Sanitation District Managers, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, will receive 4.8% additional biweekly salary as compensation for such over-time work.

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 Department of Public Works 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee DPW employees hired through a City Service Commission process and that have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE:

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, and Milwaukee, WI 53202.

CONCLUSION

EEO Code= 103

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

