

MANHOLE MASON

SEWER MASON
Recruitment #1410-1563-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ELECTRICAL

Open Date 10/13/2014 12:30:00 PM

Filing Deadline 10/31/2014 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

The Manhole Mason serves as the lead mason worker of the large repair crew responsible for repairing the City's electrical and communication structures and related underground conduit.

ESSENTIAL FUNCTIONS

Construct, alter and repair manholes and duct packages utilizing mortar, sewer bricks, concrete blocks, pre-cast concrete rings, finishing concrete and setting form work as needed. Assess scope of work and coordinate crew and manpower/materials to conduct all repair/replacement of electrical communication manholes.

Set or repair manholes to grade or to elevations shown on engineer's grade stakes.

Repair short sections of electrical ductwork adjacent to manholes.

Prepares daily timesheets indicating allocations of labor, equipment and material for various purposes and work numbers.

Construction and/or repair of brick manholes, connect circular and special section conduit packages by means of brick arch or collar. Construct and/or repair bulkheads.

Prepare and complete documentation for all material used by the crew. Maintain inventory for materials on crew.

Responsible for all tools and equipment assigned to the crew including training and safe use of equipment.

Direct field crew in the repair and replacement of electrical manholes from start of work to completion of work. Prepare before and after documentation including pictures.

Coordinate field work with equipment operators, truck drives and other city personnel as needed.

Work closely with Operations Supervisor to prioritize and schedule work, maintain safe and orderly field sites.

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.

MINIMUM REQUIREMENTS

Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for current position held.

Two (2) years of experience as a journey level Mason, performing installation, repair and maintenance of manhole systems including at least one (1) year of experience leading a crew. A Wisconsin Commercial Driver License (CDL) at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of Electrical Manhole construction/repair procedures, equipment and regulations (OSHA and DILHR).
- Knowledge of electrical systems distribution with a good understanding of basic electrical wiring.
- Knowledge of safety rules concerning high voltage, open excavation techniques and confined space requirements.
- Knowledge of pneumatic tools.
- Analytical and problem-solving skills.
- Written communication skills.
- Interpersonal and customer service skills, including tact and diplomacy.
- Ability to plan and coordinate labor, equipment and materials required for electrical manhole repair or replacement work.
- Ability to organize, coordinate and review work of field crews.
- Ability to meet deadlines and goals by directing and re-directing field crews.
- Ability to enforce all work and safety rules.
- Ability to read plans, maps and sketches.
- Ability to understand the Engineer's Stakes and set grades for manhole structures.
- Ability to train the repair crew on proper safety procedures.
- Ability to use computer equipment and a digital camera.

CURRENT SALARY

The current starting salary (7QN) is \$70,040 for City of Milwaukee residents. The non-resident starting salary is \$68,328 annually.

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 Infrastructure – Electrical Manhole Repair and Replacement Project Division 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 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.