

STREET REPAIR DISTRICT MANAGER

Recruitment #1603-5053-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 3/10/2016

Filing Deadline 4/1/2016 11:59:00 PM

HR Analyst Jeff Harvey

Introduction

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED

Purpose

The Street Repair District Manager is assigned to one of two Street Maintenance districts and is responsible for planning, programming, coordinating and scheduling of all Street Maintenance activities within their assigned Street Maintenance area. They are responsible for the day to day activities of Street Maintenance crews assigned to the DPW Field Headquarters.

Essential Functions

- The Street Repair District Manager is responsible for planning, programming, coordinating and scheduling of all Street Maintenance activities within their assigned district. Each district consists of approximately 730 miles of streets, 200 miles of alleys and 1100 miles of sidewalk.
- Plan, program, schedule and coordinate the related work activities of 10 to 15 maintenance crews on a daily basis. Each crew consists of 2 to 15 persons plus operation driver workers and equipment operators. These crews include a combination of City Employees, Temporary Workers and Transform Milwaukee Jobs workers.
- Provide technical direction and assistance to Street Operations Supervisors, Street Repair Supervisors, crew leaders and field crews. Supervise Street Operations Supervisors, Street Repair Supervisors, and crew leaders; duties include assessment of work quality, productivity and adherence to the Work Rules and safe work procedures.
- The Street Repair District Manager is responsible for a field survey of all streets and alleys to determine maintenance requirements. The field survey is used to prepare an annual repair program for O&M work, to prepare recommendations for permanent pavement improvements, to prepare the annual asphalt repair contract, to prepare the annual crack-filling contract, to prepare the annual slurry seal and/or chip seal contracts and to prepare a joint repair contract.
- Using the results from the field surveys the Street Repair District Manager is responsible to determine area and limits of repair projects; crack-filling, asphalt overlays, slurry sealing and joint repair projects. They must also prepare cost estimates for these projects.
- Prepare reports, correspondence and Aldermanic Service Requests. Answer inquiries and requests for municipal services from elected officials (ASR's), citizens, property owners, advocacy groups, other divisions, contractors, and City Attorney Claims.
- Provide engineering service to property owners and other city agencies. This includes survey investigations, cost estimates and plan recommendations.

Street Repair District Manager

- Maintain Street Maintenance records, construction documentation and inspection reports. Supervise the process of entering these records into the Departments Road Matrix program, Arc View and Excel spreadsheets.
- Prepare, organize, oversee and mentor an education & training program for Street Operations Supervisors, Street Repair Supervisors and Infrastructure Repair Crew Leaders where they develop the knowledge and ability to supervise and direct street maintenance crews.
- Prepare, organize, and oversee an education & training program for street maintenance crews. Supervise and direct the Street Operations Supervisors, Street Repair Supervisors and Infrastructure Repair Crew Leaders in the training of street maintenance crews.
- Research, recommend and implement the use of new construction methods, the use of new products & materials and the use of new equipment and vehicles.
- Oversee the snow removal operations for over 5,000 bus stops. This involves coordinating 34 end loaders and 6 quad axel trucks utilized for clearing snow from bus stops throughout the City.
- Represent DPW - Transportation Infrastructure at various Aldermanic and public meetings.

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

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Seven years of experience in street maintenance operations including at least 2 years of supervisory experience at the level of Street Operations Supervisor or higher.

-OR-

Bachelor's degree in Civil Engineering, Business Administration, Management or a closely related field from an accredited college or university. AND Three years of project management experience in construction or street maintenance.

3. Valid Wisconsin driver's license at time of appointment and throughout employment.

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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

NOTE: Equivalent combinations of education and experience may also be considered.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of street maintenance policies, procedures and best practices to effectively plan and coordinate street maintenance activities for the division.

Street Repair District Manager

- Knowledge of tools, equipment, and machinery necessary to complete street maintenance and repair work.
- Knowledge of management and supervisory practices and procedures.
- Knowledge of budget tracking and management practices to ensure annual budget plans are followed.
- Organizational skills and the ability to manage multiple priorities and meet deadlines.
- Analytical ability and problem solving skills.
- Ability to navigate computer programs used by Street Maintenance; Road Matrix, Road Life, DPW Apps, Microsoft Suite programs and email.
- Ability to plan, organize and suggest future projects, new construction methods and projections of contracts necessary to effectively complete the work of the division.
- Ability to create reports and presentations for current projects and future proposals.
- Ability to communicate orally with a variety of culturally and socially diverse individuals including elected officials, citizens, property owners, advocacy groups, contractors, vendors, DPW staff, supervisors, other DPW divisions and other City of Milwaukee agencies.
- Ability to discuss technical subjects with technical and non-technical personnel to ensure that critical information about projects is communicated appropriately.
- Ability to supervise and manage others.
- Ability to establish a staff development program to prepare future DPW supervisors for additional responsibilities in the future and have development discussions with staff.
- Ability to have difficult conversations while conducting work misconduct/work rule violation investigations.
- Ability to effectively and positively represent the Department of Public Works before community groups and the public.

Current Salary

SALARY (PG 1FX): The current starting salary is \$62,338 for City of Milwaukee residents. The non-resident starting salary is \$60,809 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 Services 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/promotional opportunities.

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.