

WATER FIELD SUPERVISOR

Recruitment #1904-4389-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-DISTRIBUTION
Open Date	4/17/2019 2:30:00 PM
Filing Deadline	5/8/2019 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

THIS POSITION IS FOR CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY.

PURPOSE

Under the general direction of the Water Distribution Operations Manager, Water Distribution Scheduling Manager, and Water Distribution Construction Managers for Paving, Water Main Relays and Lead Services, the Water Field Supervisor provides direct supervision of Water Distribution field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system.

ESSENTIAL FUNCTIONS

- Direct the work activities of the Water Distribution repair crew employees and Meter Service staff assigned to expedite repair and maintenance activities in the City of Milwaukee, Greenfield, St. Francis and the Village of Hales Corners.
- Coordinate water distribution field activities as they relate to the water main relay program and the City of Milwaukee paving program.
- Supervise and direct water distribution field activities as they relate to scheduled and emergency water distribution system repair and maintenance.
- Communicate with the Water Distribution Construction Manager regarding the status of each job as needed to consistently coordinate the scheduling of water

distribution repair activities and to ensure coordination with other divisions and agencies.

- Conduct field checks of prospective jobs related to clearances and conflicts by ensuring Digger's Hotline has marked locations of other underground utilities.
- Provide daily direct supervision to assigned employees to ensure compliance with Milwaukee Water Works (MWW) work rules and standard operating procedures, safety rules and regulations and DPW/MWW Major Work Rules, and MWW rules and regulation for Water Service.
- Operate wireless work order system for the efficient completion of water meter exchanges. Ensure appointments are maintained and additional work is assigned. Complete detailed distribution work orders for each job to document work completed.
- Provide on-call duty supervision throughout the year as assigned, and respond to emergencies during and after business hours.
- Respond to water service concerns of customers and elected officials in a diplomatic and considerate manner.
- Supervise the testing and repair of meters in the meter shop.
- Investigate customer inquiries concerning service interruptions, property damage, high bills, and the like.
- Establish annual meter reading schedules and maintain any corresponding documentation.

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

- Must be able to perform physical activities in the work environment that require agility, including ascending or descending ladders, stairs, scaffolding, and ramps or poles, walking and standing, crawling, crouching, stooping, kneeling, reaching, balancing, pushing and pulling.
- Must be able to work at heights in excess of 200 feet.
- Must be able to perform medium physical work, exerting up to 50 lbs. of force occasionally and lifting and moving objects weighing 20 lbs. frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able to withstand prolonged exposure to variable and extreme weather conditions.
- Must be able to work in confined spaces.
- Must be willing to work various shifts, holidays and weekends as assigned.

- Must respond and conduct the duties of the on-call supervisor as scheduled and as needed to meet the needs of Milwaukee Water Works (MWW).

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of experience performing duties related to underground utility maintenance and repair.
3. **Residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.**
4. Ability to obtain a State of Wisconsin Department of Natural Resources Distribution Operations License D-1 within one year of appointment and throughout employment.
5. Valid Wisconsin driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: If applicable, 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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- Associates Degree in science, water technology or management.
- Knowledge of water hydraulics and plumbing.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of underground construction methods and related safety practices.
- Knowledge of water meter installation testing and repair.
- Knowledge of basic construction safety regulations.
- Ability to learn ArcView, enQuesta and other water related databases.
- Knowledge of standard office applications, including word processing, spreadsheet, database management, and presentation programs.

- Ability to learn and apply the MWW rules and regulations.
- Ability to analyze problems and determine and apply solutions related to on the job emergencies and critical decision making. Ability to read and interpret construction plans, prints and GIS maps.
- Written and oral communications skills, including the ability to write clear instructions and documentation.
- Ability to follow oral and written instructions.
- Ability to navigate throughout the streets of Milwaukee and retail suburbs.
- Ability to supervise and train field crews, including the ability to plan, schedule, assign and monitor the progress of work.
- Ability to meet deadlines and complete assignments and projects on time.
- Interpersonal and customer service skills to be able to establish and maintain good relationships with elected officials, City staff and citizens.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Honesty and integrity.

CURRENT SALARY

The current salary range (Pay Range 1BX) for City of Milwaukee residents is \$61,650-\$67,616 annually, and the non-resident salary range is \$60,138-\$65,957 annually. *Appointment will be made in accordance with the provisions of the salary ordinance.*

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 Milwaukee Water Works reserve the right to call only the most qualified candidates to oral or 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.

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, Milwaukee, WI 53202.