

WATER PLANTS MAINTENANCE SUPERVISOR

Recruitment #1910-4685-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-LINNWOOD
Open Date	10/24/2019 4:15:00 PM
Filing Deadline	11/14/2019 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

Under the direction of the Water Plants Maintenance Manager, the Water Plants Maintenance Supervisor provides technical assistance and supervision for the maintenance staff at two water treatment plants. The Water Plants Maintenance Supervisor leads special projects related to preventive maintenance and repair activities, coordinates use of the computerized maintenance program, and coordinates the Waste Management Disposal Program to ensure compliance with regulatory agencies.

ESSENTIAL FUNCTIONS

- Procure supplies, parts, equipment, and tools using proper City of Milwaukee purchasing procedures for multimillion-gallon pumps, large valves, complex control systems, piping, and heating and ventilation equipment.
- Provide detailed research for service order and contracted services, develop project scope of work documents, solicit quotes, review and evaluate expertise of possible service providers in relation to scope of work, and recommend suppliers, vendors and/or contractors to plant management and Water Engineering. Follow up with contractors and vendors for work being performed at plant facilities.

- Coordinate maintenance activities and schedules with other city departments; review IRI process for accuracy. Complete detailed records of procurement process and maintain necessary documentation.
- Assist water maintenance management with special maintenance projects by researching products, vendors and contractors as well as provide plant maintenance history data, records and plans for complex plant equipment and systems.
- Act as the Water Plant Maintenance Manager in his or her absence by managing staff work assignments, administering work rules and personnel policies, monitoring projects, and performing other supervisory related functions. Provide direction and control to staff on assigned special projects within the plants, pumping station and booster stations.
- Assist with coordination of maintenance activities and in the development of preventive maintenance procedures and records for equipment, pumps, cranes, and forklifts, and plant schedules for equipment modifications, renovations and/or replacements.
- Coordinate plant facilities records, specifications and plans with Water Engineering. Evaluate equipment performance and replacement needs; maintain detailed records.
- Review plans and prints as requested by Water Engineering to provide expertise and assistance for projects as it relates to plant facilities.
- Manage the Water Plant Waste Management Disposal Program for plants, pumping stations, and booster stations. Follow MWW's waste disposal procedures; coordinate waste storage and disposal activities; and maintain detailed records and logs as required by regulatory agencies.
- Assist Water Plant Maintenance Manager in managing the computer maintenance management system (CMMS) records with respect to status of preventive and demand work orders for equipment, buildings and grounds, equipment history and repair costs, evaluation and development of preventive maintenance schedules and standards, and evaluation of replacement schedules for equipment. Assist with coordinating, maintaining, and updating utility equipment in the CMMS system.

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 physically able to climb ladders and gain access to difficult and confined space areas around mechanical equipment, building systems and roofs.
- Must be able to ascend to heights such as rooftops of water tanks and buildings, and enter areas below ground such as underground pumping facilities and coagulation basins.
- Must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must be willing to work extended or modified hours as needed, respond to emergency calls, and participate in the emergency on call rotation.

NOTE: The person in this position works in the field approximately 25% of the time.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Associate's degree in a related technical or mechanical field from an accredited college or university; or a Journeyman's certificate in one or more mechanical or electrical trades.
3. Four years of experience in the maintenance and repair of large industrial facilities, preferably in water treatment. One year of this experience must be as a lead worker or supervisor with responsibility for maintenance scheduling.
4. Obtain Stationary Engineer's Permit to Operate 4th Class License within one year of appointment, and maintain 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: *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 will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of high pressure water pumping, power plant and water treatment plant equipment and processes.

- Knowledge of principles of maintenance and repair of equipment and machinery.
- Knowledge of and ability to operate computer maintenance management systems.
- High level of mechanical aptitude.
- Ability to read and interpret blueprints, plans and specifications.
- Ability to read and interpret job-related documents and technical publications.
- Knowledge of mathematics and the ability to make accurate calculations.
- Effective oral communication skills, written communication and reporting skills.
- Ability to establish and maintain effective working relationships with staff, contractors, vendors, and the public.
- Ability to act as a liaison between the different Milwaukee Water Works (MWW) sections and communicate goals and objectives with each.
- Ability to plan, direct, and supervise the work of others effectively.
- Ability to train and provide support to new staff members in a helpful and effective manner.
- Ability to learn City of Milwaukee purchasing procedures.
- Analytical and problem-solving skills, as well as decision-making skills and sound judgment.
- Planning, organizational, and time management skills. Knowledge of and commitment to safe work procedures.
- Proficiency in the use of standard computer applications such as word processing and spreadsheet.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Knowledge of customer service best practices and the ability to instill them within the organization.
- Professionalism, honesty, integrity, ability to maintain confidentiality, and responsible stewardship of City resources.

CURRENT SALARY

The current salary range (1FX) is \$69,922-\$87,270, and the resident incentive salary range for City of Milwaukee residents is \$72,020-\$89,889. *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 MWW 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 employees and civilian personnel in MFD and MPD hired through a City Service Commission process who 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

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.

CONCLUSION

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