



PROMOTIONAL OPPORTUNITY
WATER CONSTRUCTION COORDINATOR
(DPW—Infrastructure Division)

THE PURPOSE: This job functions as the sole coordinator of water work by handling all administrative aspects of planning, installation, progress reports and installation reports in addition to performing safe water sampling, testing of the installation and preparing all payment documents including the final. This position also administers the written and physical techniques examination for all who desire to become certified caulkers.

ESSENTIAL FUNCTIONS:

- ◆ Prepare water main installation reports using inspector's daily reports: verify quantities and reconcile with prior payments to contractors, prepare final installation reports, check against inspector's as-built plan for accuracy and prepare final payments.
- ◆ Consult with an advise water engineering design staff regarding the location of temporary air vents to facilitate pressure testing and safe water sampling of mains, and assist in pressure testing of new uninstalled hydrants.
- ◆ Certify obtainment of safe samples prior to wet connections and schedule hydrostatic pressure tests and wet connections with Milwaukee Water Works (MWW) Distribution personnel.
- ◆ Responsible for operation and maintenance of pressure test machine, computing leakage, certification of test results and keeping accurate and detailed records of all tests and test results.
- ◆ Coordinate and direct the operation of valves to flush newly constructed water mains.
- ◆ Gather water samples following wet connections, deliver samples to city laboratory for analysis and keep records of results of safe and unsafe samples.
- ◆ Coordinate the work of contractors with MWW personnel to effectuate the final wet connection to the existing system.
- ◆ Operate chlorinator to disinfect large mains when necessary. Calculate feed rates and estimate amounts of sodium hypochlorite needed. Monitor chlorine levels until samples have passed AWWA standards and keep accurate records.
- ◆ Answer construction questions and handle complaints from property owners, contractors, etc.
- ◆ Monitor temporary sewer and water trench repairs for settlement or deterioration and notify contractors of corrective measures needed.
- ◆ Organize, schedule and supervise Caulker examinations. Administer written/physical technique examinations to contractors wishing to become certified for joint assembly. Issue Joint Assembler cards and keep a current list of qualified assemblers.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Current status as a regularly appointed Public Works Inspector II in DPW, Infrastructure Services Division, Construction Section.
2. Five (5) years of inspection work as a Public Works Inspector I and/or II in DPW, Infrastructure Services Division, Construction Section.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.

Note: Equivalent combinations of job-related education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of basic construction procedures including water, sewer and paving
- ◆ Must be alert, self-motivated with strong organizational skills and able to work alone
- ◆ Ability to read and understand plans and specifications
- ◆ Ability to express ideas and directives clearly
- ◆ Working knowledge of MS Windows NT, MS Excel, MS Word and Microstation
- ◆ Ability to operate controls, read scales and gauges, view monitors and computer screens
- ◆ Ability to lift and carry 20 lbs. of equipment while working alone
- ◆ Ability to use physical force to operate water valves and/or hydrants
- ◆ Knowledge of water treatment, chemicals and testing is highly desirable
- ◆ Ability to stoop and bend

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- ◆ Ability to interact with the public
- ◆ Knowledge of safe work procedures
- ◆ Ability to safely operate a motor vehicle
- ◆ Ability to solve problems

THE CURRENT SALARY RANGE (606) IS: \$47,193 to \$55,603 annually.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of training and experience, written test, oral 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 or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred and/or promoted to this position.

APPLICATION MATERIALS and further information may be obtained by visiting the DER web site at www.milwaukee.gov/der, or in person or by mail at City of Milwaukee Dept. of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554 or by calling 286-3751.

All applications should be returned to Thomas Rach, DPW—Infrastructure Division, Room 715 Municipal Building by August 12, 2005.