

WATER DISTRIBUTION CONSTRUCTION MANAGER

Recruitment #1705-4957-001

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| List Type | Transfer/Promotional |
| Requesting Department | DPW-WATER-DISTRIBUTION |
| Open Date | 6/19/2017 |
| Filing Deadline | 7/3/2017 11:59:00 PM |
| HR Analyst | Emily Keeley |

INTRODUCTION

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

PURPOSE

Under general direction of the Water Distribution Manager and Water Distribution Operations Manager, the Water Distribution Construction Manager plans, coordinates, schedules and manages paving activities associated with the water system maintenance program for all Milwaukee Water Works projects.

ESSENTIAL FUNCTIONS

- Manage and coordinate the City of Milwaukee paving program in conjunction with the water system maintenance program.
- Develop and compile plans and pertinent information of each proposed paving job to include paving limits, type of paving, tap locations, determination of service status and valve and water box access locations.
- Manage pre-paving and post-paving inspection programs to ensure that the water distribution system is properly maintained by conducting valve exercising and locating and adjusting all access boxes within the paving limits and leak locating.
- Prioritize and schedule the repair of water valves, service boxes and manholes that will require adjustment or repair prior to start of paving.
- Coordinate Milwaukee Water Works activities on paving projects with the infrastructure construction section, paving contractors and other utilities.
- Prioritize and assign water service and valve box service order requests to ensure that requests are completed in a timely manner and emergency requests are duly prioritized.
- Manage and maintain an ongoing service area leak survey and correlation program.
- Provide adequate training for employees in the use of leak locating equipment.
- Respond to damage claims resulting from or associated with distribution work activities.
- Manage 40,000 small valve exercise repair and replacement program.
- Coordinate and assign personnel and equipment to operate valves in a systemic manner.
- Document all pertinent data concerning valves and coordinate results with Repairs and Construction Manager to complete necessary repairs.

Water Distribution Construction Manager (DPW-Water-Distribution)

- Manage water repair staff of 12-16 employees and provide opportunities for growth and development through mentorship and training.
- Work closely with other construction managers and scheduling manager to oversee activities of combined staff.

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

- Distribution section employees are considered “essential” and must report to work no matter the weather conditions or emergency event.
- Must be able to work outdoors in all types of weather conditions for extended periods of time.
- Must respond to calls for after-hour emergencies and work beyond normal business hours as the job dictates.
- Must be able to drive in adverse weather conditions and navigate the streets throughout the entire service area.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor’s degree in engineering, business, environmental science or a related field.
3. Four years of experience in water distribution, maintenance, plumbing or construction, including two years of lead worker or supervisory experience.
4. State of Wisconsin Department of Natural Resources Distribution Operator’s License D-1 required within 12 months of appointment and throughout employment.
5. Valid 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 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.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of construction practices, plumbing, construction, water distribution and/or meters, and underground utility installation.
- Ability to read and interpret construction plans and blueprints.

- Knowledge of tools, materials and equipment used to conduct repair and maintenance of the water distribution system.
- Ability to effectively manage multiple priorities with competing deadlines.
- Written communication skills required to communicate with staff and members of the public with tact and professionalism.
- Oral communication skills to effectively respond to questions and handle issues received from the public, contractors and elected officials.
- Ability to organize multiple tasks and changing priorities and meet deadlines.
- Ability to manage multiple priorities under emergency conditions.
- Must be diplomatic, tactful and courteous even during adverse situations.
- Must be professional in conduct and appearance and be customer service oriented.
- Must be a self-starter and able to work independently with minimal direct supervision.
- Must have mechanical aptitude, have the ability to problem-solve complex situations and adjust to changing field conditions.
- Must be ethical and possess a high level of integrity in reporting test results in compliance with DNR rules and regulations.

CURRENT SALARY

The current salary range (**PR 1EX**) for City of Milwaukee residents is **\$58,462 - \$81,844** annually and the non-resident salary range is \$57,028-\$79,836 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 Department of Public Works 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 and 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.