

WATER DISTRIBUTION OPERATIONS MANAGER

Recruitment #1507-4955-001

List Type Transfer/Promotional

Requesting Department DPW-WATER-DISTRIBUTION

Open Date 7/28/2015

Filing Deadline 8/18/2015 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

The Water Distribution Operations Manager manages the Water Distribution feeder mains 24"-60" program, including water shutoff plans, repair projects, coordination of capital improvement projects, and the large valve repair maintenance and exercise program. Provide operational management for the Distribution Section to ensure alignment of staff and that day-to-day operations meet the goals and objectives of the Section. Direct the operations of the Distribution facilities including office, shops, garage, yard and other common areas. Coordinate Distribution inventory needs and procedures with DPW infrastructure.

ESSENTIAL FUNCTIONS

Program Management: Coordinate with the Water Distribution Manager, Water Engineering, Water System Operators in Charge, and Infrastructure Construction Section staff for the repair and maintenance of the feeder main 24"-60" system, valves, and appurtenances.

- Determine effects of feeder main outages on the distribution system; develop main shutoff protocol for valves, air vents, and intersecting mains; and identify pressure districts, determine duration of outage, and confirm coordination and start date.
- Identify feeder mains in need of joint rehabilitation, and coordinate program with Water Engineering.
- Manage, coordinate, and document field operations to operate large valves and conduct main cutting, pressure tests, and Chlorination for feeder main projects.
- Manage large valve exercise, maintenance, and replacement program.
- Schedule 2" and larger branch installations. Coordinate tools, equipment, and materials to conduct branch installation in coordination with contractors, and ensure compliance with Milwaukee Water Works permit requirements.

Personnel Supervision: Provide direct supervision of Water Distribution Construction Managers, Water Distribution Utility Investigators, and Water Distribution Laborers.

- Assess workload and assignments.
- Ensure coverage for 3 shifts and on call duty coverage shifts through scheduling and rescheduling.
- Monitor, implement, and enforce work rules and policies.
- Coordinate annual vacation selections for Distribution field employees.
- Participate in entry level hiring, interviewing, and candidate selection for promotional opportunities.
- Coordinate orientation and training programs for employees.

Inventory, Vehicles, and Equipment Coordination: Coordinate with Infrastructure and Inventory managers to ensure that adequate inventory levels are maintained to meet the workload needs of Distribution field activities.

Water Distribution Operations Manager

- Communicate information regarding upcoming projects and the materials needed.
- Research new materials, tools, equipment, and vehicles to enhance Distribution operations.
- Provide annual budget requests for additional and replacement vehicles and equipment to the Water Distribution Manager for review.

Customer Services and Special Projects:

- Respond to requests for information from customers and public officials in a timely manner.
- Research special projects as assigned by the Water Distribution Manager.

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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Bachelor of Science Degree in engineering, water technology, chemistry, or a related field from an accredited college or university, -AND- Four years of progressively responsible experience in the supervision of water distribution system repair, maintenance, and construction or in water engineering design.
 - *NOTE: 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 (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.*
3. State of Wisconsin DNR Waterworks Operator Class 1-Subclass D Distribution System Certification within six months of appointment and throughout employment.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of Milwaukee Water Works or similar construction practices, specifications, equipment, and materials.
- Ability to read and interpret plans.
- Knowledge of safe work practices.
- Knowledge of federal and state regulations pertaining to water distribution systems.
- Knowledge of business principles such as budgeting and inventory management.
- Ability to plan and carry out short and long-term projects and coordinate multiple projects at the same time.
- Ability to direct staff work activities, handle personnel issues, evaluate employee performance, and select and train staff.
- Ability to work cooperatively with contractors, other managers and supervisors, elected officials, and the general public.
- Effective oral and written communication skills, including the ability to prepare reports.

CURRENT SALARY

The current starting salary is \$66,435 for City of Milwaukee residents. The non-resident starting salary is \$64,805 annually. Appointment above the minimum is possible.

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, 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.***