

# WATER DISTRIBUTION SCHEDULING MANAGER

Recruitment #1706-4958-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-WATER-DISTRIBUTION
<b>Open Date</b>	7/6/2017 4:45:00 PM
<b>Filing Deadline</b>	7/21/2017 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

## INTRODUCTION

**\*\*THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE, WATER WORKS EMPLOYEES ONLY\*\***

## PURPOSE

The Water Distribution Scheduling Manager plans, coordinates, schedules and supervises the water distribution repair crews and field supervisors to accomplish workload demands and priorities including emergencies, special projects, repairs, replacements, construction activities and general preventive system maintenance.

## ESSENTIAL FUNCTIONS

- Plan, coordinate and implement the repair, maintenance and replacement of the water distribution system throughout the Milwaukee Water Works (MWW) service area in order to maintain quality and sufficient supply.
- Manage, direct and maintain the master schedule for the MWW Distribution Section in conjunction with management scheduling rotations, employee availability, equipment needed and logistics of assignments.
- Plan, prioritize and schedule the repair and maintenance of the water distribution system to include, main break repairs, valve repairs and replacements, hydrant replacements, service leak repairs and replacements, and curb stop replacements.
- Manage changing priorities based upon the severity of the leak, possible damage created and effects on customers and critical users.
- Evaluate maintenance and repair jobs prior to making assignments based upon: repair type, public safety, traffic control, business disruptions, road type, utility conflicts and special events and requests to ensure the most effective and efficient use of personnel and equipment.
- Enforce MWW specifications and standard operating procedures to ensure the most effective repair and maintenance of the water distribution system.
- Manage required Digger's Hotline utility markings in accordance with the State of Wisconsin statutes prior to all excavations.
- Manage all assignments of field personnel by monitoring daily roster and making adjustments to assignments based on available personnel and assignment priorities.

- Coordinate the field activities of the field supervisors, other DPW divisions and outside agencies for the efficient and safe completion of each job.
- Document unusual circumstances or damage caused or incurred as related to the water distribution system.
- Respond diplomatically and timely to concerns and requests from customers, the public and elected officials.
- Manage construction vehicles, equipment and supplies needed to meet the needs of the section.

*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 respond to calls for after-hour emergencies and work beyond normal business hours as the job dictates.
- 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.

## **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee- Water Works 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 PLUS two years of supervisory experience in the construction, repair, or inspection of underground water distribution systems.

**OR**

Associate’s Degree in engineering, business, environmental science or a related field PLUS four years of experience in the construction, repair, or inspection of underground water distribution systems, two years of which must have been at the supervisory level.

**OR**

Six years of field experience in the construction, repair, or inspection of underground water distribution systems, two years of which must be at a supervisory level.

3. State of Wisconsin Department of Natural Resources Distribution Operators License D-1 within 12 months of appointment and throughout employment.
4. Valid State of 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 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 MWW repair and maintenance practices and underground utility installations.
- Knowledge of tools, materials and equipment used to conduct repair and maintenance of the water distribution system.
- Knowledge of MWW work rules, DPW policies and procedures and safety rules and regulations.
- Ability to problem solve complex situations and adjust to changing field conditions.
- Ability to remain organized while managing multiple priorities under emergency conditions.
- Written communication skills required to interact with staff, other departments, the public and elected officials.
- Verbal communications skills required to respond to public inquiries with tact and professionalism.
- Ability to plan, organize and schedule the work activities of Distribution Field Supervisors and work crews.
- Ability to establish work priorities based on the needs of critical users and customers.
- Ability to be flexible and to develop and adjust practices as needed to accommodate a variety of changing field conditions.
- Ability to read and interpret construction plans.
- Ability to complete assignments and projects on time.
- Ability to remain calm and professional in stressful situations.
- Must be professional in conduct and appearance and be customer service oriented.

## **CURRENT SALARY**

The current salary range (PR 1FX) for City of Milwaukee residents is **\$62,338 - \$87,270** annually and the non-resident salary range is \$60,809 - \$85,129 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.*