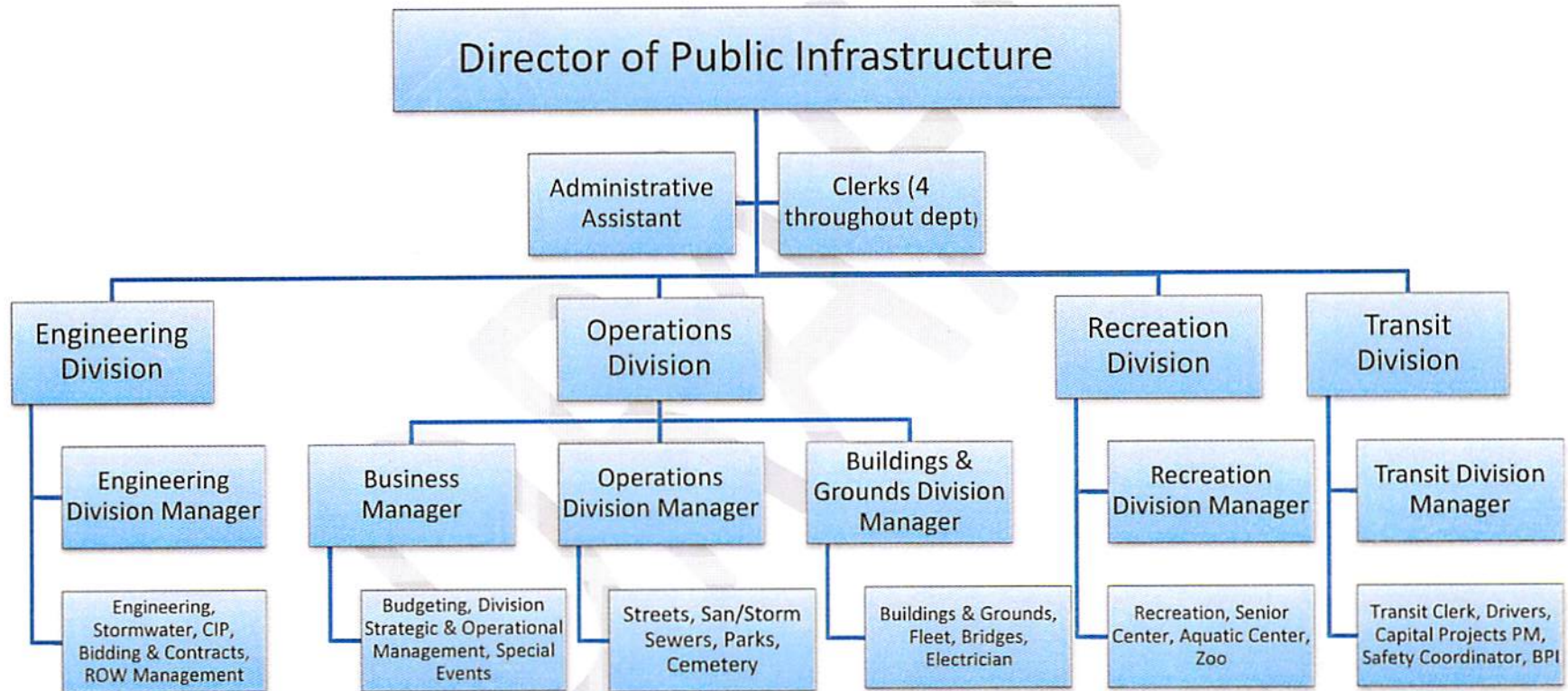


# Department of Public Infrastructure

Proposed Organization Chart

September 25, 2017



# Job Description

Human Resource Use Only
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Position Number: Step/Grade - M Effective Date: 03/2014
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## POSITION IDENTIFICATION

Position Title: Operations Division Manager (~~Parks-Cemetery-Bridges-Electrician~~)  
Division: Department of Public Infrastructure  
Status: Full-Time, Exempt  
Normal Workweek: -Monday – Friday, subject to call-in 24/7

## SUPERVISORY RELATIONSHIPS

Reports to: Director of Public Infrastructure  
Directly Supervises: This position is responsible for the direct supervision of of Lift Bridge Operators, City Electrician, Streets and Sanitation crews. Cemetery staff, Parks staff, and seasonal staff for all divisions-areas listed. Also the indirect supervision of the Fleet Mechanics, Transit Mechanics, Transit Operators, Zoo Staff, and Operations office staff, and Streets and sanitation crews...

## POSITION PURPOSE

This position is responsible for administrative duties in managing, planning and directing the activities of all streets and sanitation crews, cemetery, parks, and forestry. The major process areas include city snow and ice control, seasonal maintenance of all street systems, parks maintenance and operations, city department and parks refuse collection, special event delivery and setup, city grass cutting, urban forestry, and cemetery operations and maintenance, and lift-bridge operations. Ensuring the appropriate vehicle or equipment is purchased for these departments and scheduling the repair and maintenance of all equipment and vehicles in these divisions. Responsible for the computer software programs used to administer Cemetery and Forestry operations, maintenance and operation of all Lift Stations. Budget preparation and coordination of the listed divisions. Overseeing the computer, logical controllers and general operation of the 2 lift bridges. City gravel pit operations, and security. Coordinates and plans maintenance of all buildings under listed divisions with Transit/Buildings and Grounds Manager. Coordinates and plans work with other division managers. Coordinates and manages work performed by private contractors. Responsible for afterhours/after-hours incidents for all of the Department of Public Infrastructures Operations, including those not listed here. Performs supervisory work involving the use of decisive judgment and planning ability. This position works under the general direction of the Director of Public Infrastructure and is expected to carry out most duties of this position independently.

## ESSENTIAL DUTIES

### ~~➤~~ BUDGETING

- Assists Business Manager in preparing the divisional budget and is accountable for the same

- Assists the Director and recommends 5-year plan capital improvement needs for the listed divisions
- Formulates rental rates for parks equipment

#### ➤ ~~DIVISION STRATEGIC MANAGEMENT~~

- Determines work schedules, sets standards, rules, regulations and policies for this division
- Studies and analyzes the effectiveness of the departments services
- Recommends and advises in the acquisition, planning, design, construction and maintenance of ~~recreation and park~~all operations facilities.
- Creates and tracks measurements for organization efficiency
- Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC
- ~~○ Responsible for department safety programs in accordance with federal, state and local mandated guidelines and regulations and performs in field safety checks with crews for the division~~
- Coordinates RFP preparations for division purchases and projects
- ~~○ Develops team building initiatives to promote streamlined business processes and improve working relationships among staff~~
- ~~○ Responsible for on-call/after hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required~~
- Creates and presents periodic reports to the Director of Public Infrastructure
- Develops collaboration with outside organizations to promote optimization of infrastructure~~park~~ work
- ~~○ Collaborate with Engineering Department on Division special projects~~
- Knowledge of operational hazards, safety, and liability. Including consulting with the City Attorney any liability issues of the division.
- Monitors city ordinances for viability and proper application. Suggests changes as needed to the city council.

#### ➤ ~~DIVISION OPERATIONAL MANAGEMENT~~

- Schedules all pertinent training for division employees
- Authorizes and schedules employee leaves and vacations
- Checks and approves time sheets
- Oversees and issues job and equipment assignments for all employees in this division, including inspecting work upon completion
- Instructs and trains (or schedules training for) employees in proper work techniques and procedures in the operation and maintenance of equipment
- ~~○ Assists with the scheduling and supervision of snow and ice control operations for department~~
- Maintains complete and accurate records of department activities, personnel, services and property
- Plans, schedules, and supervises equipment changeover for seasonal work
- Orders materials and suppliesResponsible for the computer software programs used to administer Cemetery and Forestry operations, maintenance and operation of all Lift Stations and sanitary sewers, as well as snow and ice control and weather software related to the office and equipment.

- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required
- Oversees inspection of equipment used in operations maintenance
- Enforces city ordinances
- Responds to suggestions/requests/complaints from staff and citizens and takes or recommends suitable action
- Interviews, hires and trains full-time and seasonal employees
- Handles employee conflicts, evaluates staff performance and recommends promotion, transfer, discipline or discharge
- ~~○ Oversees all traffic control aspects for the divisions listed~~
- ~~○ Responsible for preparing for, arranging all traffic control, and overseeing community special events~~
- ~~○ Oversees services and maintains City lift bridges~~
- Directs the operation of the City gravel pit
- Plans, coordinates and supervises the operation and maintenance of parks, cemetery, forestry, boulevards and special facilities such as athletic fields and playgrounds
- Inspects daily work assignments upon completion
- Coordinates and works closely with the Zoo/Recreation ~~Team Leader~~ Division Manager in assuring maximum use of recreation facilities
- Instructs employees in correct work methods and procedures for patching, building and maintenance of streets and parking lots, grading, concrete work, sewer repairs and cleaning maintenance.
- Schedules and supervises all snow and ice control operations for the city, arrange and schedule all private hires
- Oversees sewer maintenance, lift station maintenance, and SCADA radio systems for lift stations
- Oversees inspection of streets for needed maintenance and repairs
- Oversees inspection of private contractors working in the City right of way for compliance with federal, state, or local regulations
- Orders materials and supplies needed for operations ~~public works~~ maintenance, repair and construction
- Schedules and directs yard waste and brush collection operations
- Oversees dust control of gravel streets
- Oversees all traffic control aspects for the ~~Department~~ Operations Division
- Responsible for preparing for, arranging all traffic control, and overseeing community special events
- Creates and maintains routes for all City street cleaning and snow and ice control operations
- Oversees street painting activities and the repair, replacement, or installation of new signs
- Oversees the inspection of the city parks, playgrounds, and other facilities and equipment regularly and develops a report and maintenance schedule for the necessary repairs, replacements, and damages, and then assigns crews to perform the necessary work
- Coordinates and oversees ~~Oversees the cleaning and maintenance of all assigned facilities and buildings as required~~ parks restroom cleaning and stocking

- ~~○ Responsible for the operation and maintenance of the city's emergency sirens.~~
- Oversees the maintenance of city owned trees by pruning, fertilizing, and watering
- Assists in preparation of and oversees any Park's contracts as assigned
- Oversees compliance with tree ordinance
- Project management for the operations division is exercised over all aspects of this position.
- Must understand and apply ADA guidelines when needed

#### ➤ ~~EQUIPMENT~~

- Responsible to ensure an operational fleet is maintained for ~~Divisions listed~~Streets, Parks, and Cemetery
- Ensures that Buildings and Grounds Division is maintaining Operations equipment to a satisfactory level
- ~~○ Oversees scheduled and non-scheduled vehicle maintenance~~
- Prepares specifications, recommendations, and reports on types of new equipment or replacement equipment and costs involved, then ~~purchases equipment needed or~~ coordinates purchase through ~~Operating Co Team Leader~~the Buildings and Grounds Manager.
- Responsible for playground equipment inspection program. Including repairs or replacements

#### OTHER DUTIES

- Attend council and committee meetings as required
- Serves on various committees and organizations, city and private.
- Other related duties as assigned

#### MINIMUM POSITION QUALIFICATIONS

**Qualifications:** ~~An minimum of an a~~Associate's ~~D~~egree ~~from an accredited college or university~~ in a related field preferred. Five (5) years' experience in a leadership role related to the following: Park, forestry, cemetery, zoo maintenance or related field, civil engineering or business and administration, street and public works construction or maintenance, ~~or~~ any ~~Consideration will be given to candidates possessing a~~ combination of education and experience which provides the required knowledge, skills and ability, as deemed appropriate by the City.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License  
Commercial Driver's License or ability to obtain one  
Certified Worksite Traffic Supervisor – preferred but not required  
CLP – Certified Leisure Professional – preferred but not required

#### KNOWLEDGE, SKILLS, & ABILITIES

Demonstrates knowledge of proper operation of all department equipment, including but not limited to trucks, front end loaders, plows, rollers, and pumps; exercises good judgment to make decisions and direct the daily work assignments of all laborers, be dependable, and communicate effectively with the staff and the public; knowledge of vehicle mechanics and repair methods; knowledge of automotive parts and equipment; awareness of occupational hazards and necessary

safety precautions; computer knowledge; knowledge of hazardous waste and disposal thereof; knowledge of parks, forestry, and cemetery, bridge and building maintenance. This position must also have the ability to work with the public in a positive manner; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes confrontational environment; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to use and comprehend the metric system; ability to effectively communicate in both written and verbal form and work with superiors, subordinates, and the general public on all related matters concerning all divisions of the Public Infrastructure Department; written skills include the ability to communicate to all staff, elected officials and all community members; verbal skills include the ability to direct all employees under this individual's direct supervision, and all other employees as required including the general public; maintain cooperative relationships with community agencies; ability to speak to community groups about department facilities and events; vision abilities include distant and close vision, depth perception, focus and nighttime vision required during extended night-time operations.

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## BACKGROUND CHECKS - Condition of Employment

### PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** This position is required to sit, stand, walk, use both hands to touch, grasp, and feel.
- Physical Effort:** The employee must regularly lift and/or move items up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.
- Working Conditions:** The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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# Job Description

Human Resource Use Only
Position Number:
Step/Grade – H
Effective Date:

## POSITION IDENTIFICATION

**Position Title:** Streets Team Leader

**Division:** Department of Public Infrastructure / Operations Division

**Status:** Full-Time, ~~Hourly~~, Hourly

**Workweek:** Monday – Friday, subject to call-in

## SUPERVISORY RELATIONSHIPS

**Reports to:** Operations Division Manager

**Directly Supervises:** This position directly supervises the Streets and Sanitation ~~Crews~~ employees and its related summer and winter seasonal employees.

## POSITION PURPOSE

The Streets Team Leader performs responsible supervisory work involving the use of decisive judgment and planning ability. Supervision is exercised over the streets and sanitation aspects of the operations division, including but not limited to sewer, curb and gutter, sidewalk repair, construction, and maintenance. The employee must possess the ability to get along well with the public, with employees and with management. The position works under the general direction of the Operations Division Manager and is expected to carry out most duties of this position independently. General assignments are received from a manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. The Streets Team Leader reports to and receives administrative guidance from the Operations Division Manager and Director of Public Infrastructure. Responsible for scheduling the maintenance and operation of all Lift Stations.

## ESSENTIAL DUTIES

- Enforces division safety programs in accordance with federal and state mandated regulations in the field.
- Makes planning and budgeting recommendations to the Operations Division Manager.
- Schedules daily and seasonal job and equipment assignments for all aspects of street and sanitation work under the Operations Division Manager supervision.
- Instruct employees in correct work methods and procedures for patching, building and maintenance of streets and parking lots, grading, concrete work, sewer repairs and cleaning maintenance.
- Supervise snow and ice control operations.
- Keeps records of all materials and quantities used in maintenance, repair, and construction activities.



- ~~Responds-Communicates with other city departments to regarding suggestions/requests/complaints from staff and citizens and recommends suitable~~takes the appropriate action.~~-action to Operations Division Manager.~~
- Inspects streets for needed maintenance and repairs.
- Coordinates and inspects private contractors and vendors working in the City right-of-way for compliance with all federal, state, and local regulations.
- Works with Operations Division Manager to plan, schedule, and supervise equipment changeover for seasonal work.
- Orders materials and supplies needed for public works maintenance, repair, and construction.
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.
- Inspects equipment used in street maintenance.
- Maintains time records and work reports.
- Directs yard waste and brush collection operations.
- Supervises the cleaning ~~and mowing~~ of roadsides.
- ~~➤ Appointed weed commissioner that responds to and inspects noxious weed complaints.~~
- ~~➤ Plans, schedules, and supervises employees and equipment for weed eradication per City ordinance.~~
- Responds to and inspects sidewalk snow complaints.
- Plans, schedules and supervised employees and equipment for sidewalk snow removal per City ordinance.
- Oversees dust control of gravel streets.
- Processes requests for vacation, sick leave and other leave for seasonal employees under the Streets Team Leader supervision in compliance with policies set by the Operations Division Manager.
- Recommends hiring, discipline, suspension or discharge, if warranted, to the Operations Division Manager.
- Assumes duties and responsibilities for the Operations Division Manager as needed.
- Assists with the day-to-day operations of the Streets and Sanitation Division as assigned/needed.
- Performs all duties of the Streets Laborer classification.
- Project management for the Streets and Sanitation Division as assigned by the Operations Division Manager.

#### **OTHER DUTIES/STRATEGIC PLANNING**

- Assess priorities related to Streets, Parks, and Cemetery to determine required labor for seasonal work
- Expected to take the lead on communicating with all operations division team leaders.
- Other duties and responsibilities as assigned. Coordinate high volume labor requirements for seasonal work such as leaf pickup and snowplowing with other operating divisions to supply any division with more labor during these times.
- ~~➤ Assess equipment needs and make recommendations for upgrades or changes related to~~
- Equipment.
- Coordinate equipment repairs with Fleet Team leader related to priority equipment and seasonal work.

- Assess operations for efficiencies and effectiveness and make recommendations for improvements.
- Makes planning and budgeting recommendations to the Operations Division Manager.
- Assumes duties and responsibilities for the Operations Division Manager as needed
- Performs other duties as assigned.;

### MINIMUM POSITION QUALIFICATIONS

**Education:** High school degree or equivalent. Technical training or any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position as determined by Management.

**Experience:** Experience in public works construction and. Supervisory experience required.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License  
Must possess or obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six (6) months of hire date.

~~Appointed Weed Commissioner~~

### KNOWLEDGE, SKILLS, & ABILITIES

Ability to work with the public in a positive manner; thorough knowledge of the methods, materials and techniques used in street and public works maintenance and construction projects; knowledge of the street system in the City; thorough knowledge of the occupational hazards and safety precautions of the work; ability to read blueprints and specifications; ability to supervise maintenance work for the entire division; ability to direct the work of skilled and semi-skilled employees; ability to operate a computer using modern mainstream software; ability to maintain inventory of construction materials; demonstrates knowledge of proper operation of all division equipment, including but not limited to trucks, front end loaders, plows, rollers, and pumps; ability to effectively communicate in both written and verbal form and work with superiors, subordinates and the general public on all related matters concerning all aspects of the division's work; written skills include the ability to communicate to all City staff, elected officials and all community members; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment; vision abilities include distant and close vision, depth perception, focus and night-time vision required during extended night-time operations; use required movements to utilize a calculator, telephone, and computer

### BACKGROUND CHECKS- Condition of Employment

## PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell and may be required to work in high places and/or confined spaces.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.
- Working Conditions:** The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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# Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 03/2014

## POSITION IDENTIFICATION

**Position Title:** Transit ~~/Buildings and Grounds~~ Division Manager  
**Division:** Department of Public Infrastructure  
**Status:** Full Time Exempt  
**Normal Workweek:** Monday – Friday; subject to call-in

## SUPERVISORY RELATIONSHIPS

**Reports to:** Director of Public Infrastructure  
**Directly Supervises:** Transit Operations Supervisor, Mobility Manager, Transit Drivers, Transit Clerk, ~~Building Custodians, Maintenance Engineers, Seasonal Employees~~

## POSITION PURPOSE

The Transit ~~/Buildings and Grounds Team Division Manager Leader~~ is a multi-faceted position that oversees several diverse operations of the City. The position plans, budgets, organizes, and directs these functions to maximize efficiencies. The position ensures continued safe and cost-effective Transit System operation ~~and ensures effective physical plant and grounds maintenance of City owned buildings.~~

## ESSENTIAL DUTIES

- Exercises immediate supervision over Transit Drivers, Transit Operations Supervisor, Mobility Manager, ~~Maintenance, Custodial, and~~ Clerical ~~and seasonal~~ staff
- ~~Prepares annual budgets for the Maritime Metro Transit System, and facilities of City Hall, Police Department, Rahr West Art Museum, Senior Center, Aquatic Center, and Citizens Park Recreation Center~~
- ~~Directs building maintenance, repair and custodial care of City Hall, Police Department, Fire Stations, Rahr West Art Museum, Senior Center, Aquatic Center, and Armory~~
- ~~Prepares five-year Capital Improvement plans and budget carry-overs for the above budgets~~
- Prepares State and Federal Transit reports quarterly
- ~~Establishes Preventative Maintenance Programs~~
- Responds to Transit ~~and Building related~~ emergencies and effectively remedies the situations
- Prepares annual applications for operating and capital assistance from State and Federal government
- Establishes and reviews policies and procedures to ensure compliance with federal and state regulations
- This position serves as the primary Project Manager for all projects related to City Buildings and Facilities
- Issues verbal and written warnings
- Plans, coordinates, and evaluates department operations
- Participates in interview and screening process during hiring and promotion
- Responsible for training newly hired staff
- Leads management team proposal preparation for collective bargaining for transit operations

- Approves schedule changes and directs call-ins when needed
- Appraises and evaluates the performance of employees and programs and submits recommendations
- Seeks collaboration with other departments and organizations to design and promote enhanced transit services
- ~~➤ Conducts frequent safety inspections of buildings and grounds for hazardous conditions~~
- ~~➤ Determines possible energy savings for buildings and implements programs to save energy~~
- Represents the department at various governmental, public and private meetings such as city council meetings
- Purchases and submit reimbursements for capital equipment in accordance with State and Federal Law
- Coordinate Transit FTA Drug and Alcohol Testing program
- Collects and prepare daily deposits of fare box revenue
- Vehicle accident investigator and record keeper
- ~~➤ Observes mechanical devices in operation and determines remedies~~
- Serves as a member of the ~~Planning Commission~~, Board of Ethics, Safety Committee, Handicapped Appeal Commission and various other Committees as appointed by the Mayor/Common Council
- ~~➤ Performs as Building Consultant to the City on new construction, remodeling and code-related items~~
- Handles department related grievances, discipline, and discharge
- Prepare RFP's and third party provider contracts for paratransit services
- Oversee paratransit certification process and audit procedures of paratransit services
- Responsible for establishing and maintaining safe working conditions and practices in compliance with all applicable safety laws and regulations, and for providing the required safety training and testing for employees in conjunction with those laws and regulations
- Prepare or supervise public relations, media advertising, and marketing projects/promotional events
- ~~Assumes Duties of Commercial/Residential Building Inspector as needs arise~~
- Serves as Business Process Improvement team leader for all departments in accordance with strategic planning initiatives related to the city reorganization
- Serves as the Departmental Safety Coordinator
- Responsible for Department safety programs in accordance with Federal, State, and Local mandated guidelines and regulations and performs in field safety checks with crews for the Division.
- Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC.
- Coordinates RFP preparations for Department purchases and projects.
- Develops team building initiatives to promote streamlined business processes and improve working relationships among staff.
- Collaborate with Engineering Division on Department special projects.

## OTHER DUTIES

- General office duties ~ filing, answers telephone, etc.
- Reviews time clock records and approves vacation time and usage
- Enforces general city policies
- Disburses funds from the proper budgets using payment voucher system

- Performs other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

<b>Education:</b>	<u>Bachelor's Degree in business administration is preferred along with certificates in transportation management. High School Graduation or Consideration will be given to candidates possessing the experience and training which provides the required knowledge, skills and abilities, as determined by the employer. equivalent ideally supplemented by College level courses directly applicable to Transit or Building Maintenance fields or a combination of formal training, specific courses, or education along with considerable experience that provides the required knowledge, skills and abilities for the position as determined by Management.</u>
<b>Experience:</b>	3 - 5 years as a Transit Manager 3 - 5 years as a Facilities Manager
<b>Certifications/Licenses:</b>	Must be certified as a boiler operator Must possess a valid Wisconsin Driver's license <del>Must possess valid Wisconsin Commercial Building Inspector, Uniform Dwelling Construction, Plumbing, Electrical, and HVAC Inspector Credentials;</del> Certified Pool Operator preferred Certified Transit Manager preferred

## KNOWLEDGE, SKILLS, & ABILITIES

~~Comprehensive knowledge of the approved methods and materials used in building construction and allied mechanical, electrical, HVAC, and structural work; Must understand multi-faceted funding sources for a Mass Transit System; must understand and apply ADA guidelines to the Transit System and City Facilities; must be dependable and thorough in the execution of duties; must be well organized to carry out multiple duties simultaneously during complex situations; executive capacity for decision making and implementation of policy; This position must also possess experience in the use of computer operating systems and programs such as Windows and Microsoft Word and Excel or similar software; ability to apply concepts such as fractions, percentages, area, circumference, volume, power, amperage, voltage, resistance, and pneumatic pressure ratios to practical situations; ability to apply concepts of basic algebra and geometry; ability to interpret graphs and formulas; must possess excellent interpersonal and public relations skills; ability to communicate information in a concise and understandable manner, both verbally and written; able to read and assimilate technical information from manuals, reports, and correspondence, as well as the Wisconsin State Statutes, Administrative Code, and Federal Register; ability to prepare and present information to groups, legislative committees, and the media.~~

## BACKGROUND CHECKS - Condition of Employment

## PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Work requires standing, sitting, walking, stooping, climbing, reaching, and grasping.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Working Conditions:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and extreme temperatures. The noise level in the work environment is usually moderate. Applicant must be available for work Saturdays, Sundays, holidays and evenings as required.
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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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# Job Description

<b>Human Resource Use Only</b>
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Position Number: Step/Grade Effective Date: 03/2014
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## POSITION IDENTIFICATION

**Position Title:** ~~Transit~~/Buildings and Grounds Division Manager  
**Division:** Department of Public Infrastructure  
**Status:** Full Time Exempt  
**Normal Workweek:** Monday – Friday; subject to call-in

## SUPERVISORY RELATIONSHIPS

**Reports to:** Director of Public Infrastructure  
**Directly Supervises:** ~~Transit Drivers, Transit Clerk,~~ Building Custodians, Maintenance Engineers, City Electrician, Lift Bridge Operators, Fleet Mechanics, Transit Mechanics and Seasonal Employees

## POSITION PURPOSE

The ~~Transit~~/Buildings and Grounds Division Manager Team Leader is a multi-faceted position that oversees several diverse operations of the City. The position plans, budgets, organizes, and directs these functions to maximize efficiencies. The position ensures continued safe and cost-effective ~~Transit System operation and ensures effective~~ physical plant and grounds maintenance of City owned buildings and lift bridge operations. Ensures proper vehicle or equipment is purchased for the Department, and schedules the repair and maintenance of all equipment and vehicles. Oversees the computer, logical controllers and general operation of the 2 lift bridges. Coordinates and plans maintenance of all buildings and facilities. Directs the repair and maintenance of all equipment and vehicles in the City of Manitowoc. Ensures the appropriate vehicle or equipment is purchased for all Departments, and a comprehensive maintenance program ensuring maximum useful life for all capital assets for the computer maintenance program used to administer fleet operations.

## ESSENTIAL DUTIES

- Exercises immediate supervision over ~~Transit Drivers,~~ Maintenance, Custodial, Mechanics, Clerical and seasonal staff
- Prepares annual budgets for ~~the Maritime Metro Transit System, and facilities of~~ City Hall, Police Department, Rahr-West Art Museum, Senior Center, Aquatic Center, and Citizens Park Recreation Center
- Directs building maintenance, repair and custodial care of City owned buildings such as City Hall, Police Department, Fire Stations, Rahr-West Art Museum, Parks Buildings, Senior Center, Aquatic Center, and Armory
- Prepares five-year Capital Improvement plans and budget carry-overs for the above budgets
- ~~Prepares State and Federal Transit reports quarterly~~
- Establishes Preventative Maintenance Programs
- Responds to ~~Transit and~~ Building related emergencies and effectively remedies the situations
- ~~Prepares annual applications for operating and capital assistance from State and Federal government~~

- ~~Establishes and reviews policies and procedures to ensure compliance with federal and state regulations~~
- Issues verbal and written warnings
- Plans, coordinates, and evaluates department operations
- Participates in interview and screening process during hiring and promotion
- Responsible for training newly hired staff
- ~~Leads management team proposal preparation for collective bargaining for transit operations~~
- Formulates rental rates for motor pool equipment.
- Approves schedule changes and directs call-ins when needed
- Appraises and evaluates the performance of employees and programs and submits recommendations
- ~~Seeks collaboration with other departments and organizations to design and promote enhanced transit services~~
- Conducts frequent safety inspections of buildings and grounds for hazardous conditions
- Determines possible energy savings for buildings and implements programs to save energy
- Represents the department at various governmental, public and private meetings such as city council meetings
- Purchases and submits reimbursements for capital equipment in accordance with State and Federal Law
- ~~Coordinate Transit FTA Drug and Alcohol Testing program~~
- ~~Collects and prepare daily deposits of fare box revenue~~
- Vehicle accident investigator and record keeper
- Observes mechanical devices in operation and determines remedies
- ~~Serves as a member of the Planning Commission, Board of Ethics, Safety Committee, Handicapped Appeal Commission and various other Committees as appointed by the Mayor/Common Council~~
- Performs as Building Consultant to the City on new construction, remodeling and code related items
- ~~Handles department related grievances, discipline, and discharge~~
- ~~Prepare RFP's and third party provider contracts for paratransit services~~
- ~~Oversee paratransit certification process and audit procedures of paratransit services~~
- Responsible for establishing and maintaining safe working conditions and practices in compliance with all applicable safety laws and regulations, and for providing the required safety training and testing for employees in conjunction with those laws and regulations
- ~~Prepare or supervise public relations, media advertising, and marketing projects/promotional events~~
- ~~Assumes Duties of Commercial/Residential Building Inspector as needs arise~~
- ~~Serves as Business Process Improvement team leader for all departments in accordance with strategic planning initiatives related to the city reorganization~~
- Oversees services and maintains City lift bridges
- Oversees the cleaning and maintenance of all assigned facilities and buildings as required.
- Responsible for the operation and maintenance of the city's emergency sirens.
- Responsible to ensure an operational city fleet is maintained
- Oversees scheduled and non-scheduled vehicle maintenance
- Prepares recommendations and reports on types of new equipment or replacement equipment and costs involved, then purchases equipment needed or coordinates purchase
- Develops and maintains a maintenance program for all City owned vehicles and equipment
- Supervises the repair, service and maintenance of all City vehicles and equipment

- Maintains records and reports involving preventative maintenance, repairs, parts inventories and operational costs
- Prepares recommendations and reports on types of equipment and auxiliary equipment needed or replacement and costs involved and purchases all approved equipment needed.
- Writes and / or reviews equipment specifications for all City vehicles
- Maintains North and South City owned re-fueling sites and keeps current with State regulations and permits

## OTHER DUTIES

- General office duties ~ filing, answers telephone, etc.
- Reviews time clock records and approves vacation time and usage
- Enforces general city policies
- Disburses funds from the proper budgets using payment voucher system
- Performs other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

- Education:** An Associate's Degree in a High School Graduation or equivalent ideally supplemented by— College level courses directly applicable to Transit or Building Maintenance fields preferred. or a Consideration will be given to candidates possessing a combination of formal training, specific courses, or education along with considerable experience that provides the required knowledge, skills and abilities for the position as determined by Management.
- Experience:** 3—5 years as a Transit Manager  
3 - 5 years as a Facilities Manager
- Certifications/Licenses:** Must be certified as a boiler operator  
Must possess a valid Wisconsin Driver's license  
Must possess valid Wisconsin Commercial Building Inspector, Uniform Dwelling Construction, Plumbing, Electrical, and HVAC Inspector Credentials preferred;  
Certified Pool Operator preferred  
Certified Boiler Operator preferred  
Certified Transit Manager preferred

## KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of the approved methods and materials used in building construction and allied mechanical, electrical, HVAC, and structural work; must understand multi-faceted funding sources for a Mass Transit System; must understand and apply ADA guidelines to the Transit System and City Facilities; must be dependable and thorough in the execution of duties; must be well organized to carry out multiple duties simultaneously during complex situations; executive capacity for decision making and implementation of policy; knowledge of vehicle mechanics and repair methods; knowledge of automotive parts and equipment; bridge and building maintenance. Awareness of occupational hazards and necessary safety precautions; ability to plan and supervise the work of automotive mechanics and other garage employees; computer knowledge and ability to apply it to fleet operations; knowledge of gas and fuel tank regulations. This position must also possess experience in the use of computer operating systems and programs such as Windows and Microsoft Word and Excel or similar software; ability to apply concepts such as fractions, percentages, area,

circumference, volume, power, amperage, voltage, resistance, and pneumatic pressure ratios to practical situations; ability to apply concepts of basic algebra and geometry; ability to interpret graphs and formulas; must possess excellent interpersonal and public relations skills; ability to communicate information in a concise and understandable manner, both verbally and written; able to read and assimilate technical information from manuals, reports, and correspondence, as well as the Wisconsin State Statutes, Administrative Code, and Federal Register; ability to prepare and present information to groups, legislative committees, and the media.

## **BACKGROUND CHECKS - Condition of Employment**

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Work requires standing, sitting, walking, stooping, climbing, reaching, and grasping.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Working Conditions:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and extreme temperatures. The noise level in the work environment is usually moderate. Applicant must be available for work Saturdays, Sundays, holidays and evenings as required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.