

OPERATIONS DRIVER/WORKER

Recruitment #1609-142561-001

List Type Original

Requesting Department DPW-OPS-SANITATION

Open Date 10/3/2016 5:00:00 PM

Filing Deadline 10/21/2016 11:59:00 PM

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INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Operations Driver Workers provide critical driving and laboring functions including municipal solid waste and recycling collection, street sweeping, snow removal and operation of heavy equipment for the Department of Public Works. This position is critical to the cleanliness and health of the City and its residents.

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

ESSENTIAL FUNCTIONS

- Drive collection vehicles.
- Collect and load municipal solid waste or recyclable waste, furniture, brush, etc.
- Drive trucks of various sizes and types and function as working member of crews.
- Make necessary adjustments and minor maintenance on trucks and related equipment.
- Monitor and report vehicle maintenance needs.
- Operate trucks and special equipment for plowing, salting or other ice control operations.

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- Operate equipment and assist in leaf clean-up operations.
- Operate assigned vehicles safely and load them within legal weight limits.
- Perform manual labor such as lifting, pushing and pulling waste carts and other large items such as furniture and brush.
- Complete forms for payroll reporting, vehicle maintenance needs, combined collection crew checklist, and residential cart tag notifications.
- Handle customer inquiries and complaints in the field.

CONDITIONS OF EMPLOYMENT

- Work extended and weekend hours and in inclement weather (i.e. snow emergencies).
- Effective October 11, 2016, a residency requirement applies to emergency personnel to reside within 15 miles of the jurisdictional boundaries of the City within six months of appointment. Certain voluntary positions involved in emergency snow and ice control within this job title and are members of Group A, B and C Teams fall under this requirement.

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. Valid Commercial Driver's License (CDL) (Class A or B) without Air Brakes restriction **by November 4, 2016**, throughout the hiring process and throughout employment.

A CDL may be obtained by passing:

- The General Knowledge and Air Brakes portions of the Commercial Driver's License test given by the State of Wisconsin Department of Motor Vehicles
- A road test administered by an approved third party administrator.

Please visit the DMV's website for more information regarding the testing process and third party administrators for the road test, <http://wisconsindot.gov/Pages/dmv/com-driv-vehs/cdl-how-apply/cdl-how-to-apply.aspx>

A legible copy of both sides of your CDL license, including all endorsements, must be attached to the application to be considered for this position.

2. Good driving record. Driving records will be checked prior to job offer.

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NOTICE TO APPLICANTS: By law, persons in these positions are required to pass pre-employment drug test and are subject to random drug and alcohol testing during the course of employment. Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.

DESIRABLE QUALIFICATIONS

- One year of experience driving vehicles over 26,000 lbs. Gross Vehicle Weight, including snow plowing experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of safe working practices.
- Customer service skills to be able to work effectively with diverse groups of people inside and outside the organization.
- Interpersonal skills to be courteous to the public.
- Oral communication skills to be able to explain the basics of garbage and/or recycling policies.
- Ability to operate equipment safely.
- Ability to monitor traffic to ensure safe conditions while working.
- Ability to lift, move and transfer objects weighing up to 50 pounds on a regular basis.
- Ability to walk long distances.
- Ability to climb in and out of equipment.
- Ability to perform physically demanding tasks for long periods of time.
- Ability to read, interpret and learn department rules, policies and procedures.
- Ability to perform minor maintenance on assigned vehicles such as check and maintain proper fluid levels and tire air pressure and check the tread on the tires.
- Ability to read and interpret City street maps.
- Ability to make sound judgments in the field.
- Ability to withstand prolonged exposure to extreme weather conditions.
- Ability to follow directions and schedules.

CURRENT SALARY

The current starting salary (PG 8KN) for City of Milwaukee residents is \$37,931 annually, and the non-resident starting salary is \$37,001.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral

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and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **October 21, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.