COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Date : March 15, 2011

To : Candace Richards, Interim Director of Human Resources
Supervisor Patricia Jursik, Chairman, Personnel Committee

From : Jack Takerian, Director of Transportation and Public Works

Subject : Request to Transfer a Position from the Classified Service to the Unclassified Service

Request

County Board Resolution 88-757, requires departments to submit a request to transfer positions from the classified service to the unclassified service to the Director of the Division of Human Resources and to the Personnel Committee for informational purposes before submitting the request to the Civil Service Commission. The Director of the Department of Transportation and Public Works requests that the position of Resident Contract Manager (Structures), title code 77440, position number 001, be transferred from the classified service to the unclassified service.

Background/Analysis

A review of the duties and responsibilities for all positions listed indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). The Statues require that to be in the unclassified service the position should function as a department head, deputy department heard, associate department head or immediate assistant department head. This position functions in that capacity. The other position of Resident Contract Manager that currently exists in the Department of Transportation and Public Works, Highway, title code 89720, resides in the unclassified service. Both positions are in an ECP pay range of 916E, but for some reason, the Resident Contract Manager (Structures), resides in the classified service. Now that the position is currently vacant, we are attempting to correct this issue and have both of our Resident Contact Manager positions in the unclassified service.

Recommendation

Based on the above reasons, the Director of Transportation and Public Works intends to submit an item for the Civil Service Commission agenda to transfer the position of Director of Highway Operations from the classified service to the unclassified service. Per County Board adopted policy, this item is presented to the Personnel Committee on an informational basis. No action is required.

Fiscal Effect

This action will have no fiscal effect.

Jack Takerian
Director, Department of Transportation and Public Works

CC: Marvin Pratt, County Executive
Supervisor Lee Holloway, Chairman, County Board of Supervisors
John Ruggini, Director, Department of Administrative Services
Terrence Cooley, Chief of Staff, County Board of Supervisors

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Resident Contract Manager – Structural Design

NAME OF PRESENT INCUMBENT: Vacant

DEPARTMENT: Transportation and Public Works

DIVISION: Transportation Division

REPORTS TO (Name & Title): Benedict Eruchalu, Transportation Design & Construction Engineering Manager

TITLE CODE: 77440 **POSITION NUMBER: 1** **PAY RANGE: 916E**

TYPE OF POSITION: (Check One) FT X PT Hourly Seasonal

PURPOSE OF POSITION: Under the direction of the Director of Highway Operations, the Resident Contract Manager – Structural Design provides managerial guidance and oversight of the Bridge Engineering area. The Bridge Engineering area of the Transportation Engineering Section provides planning, design, and construction of new bridges and rehabilitation of existing County-owned bridges. In addition, it provides consultation services to other County divisions pertaining to maintenance of County-owned buildings, parking structures, and bridges, performing mandated functions as outlined in Wisconsin State Statutes. This area, as mandated by state law, also conducts biennial bridge inspections of all County–owned bridges and administers the Local Bridge Program for all municipalities' local bridges in Milwaukee County.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating):
None

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Direct, Review and Approve all Work of the Bridge Engineering area • Insure compliance with all County Ordinances and administrative rules • Oversee project management of projects including: project program and budget development, cost estimating, formation of the design team; including consultants, planning, design development, development of bid documents, procurement and evaluation of competitive bids; contract award, project management, construction management, verification of installation quality and final acceptance of completed construction. • Oversee process of hiring and management of consultants for engineering studies and project design for major maintenance and capital improvements regarding County highway bridges.	35%	E
2. Administer County Highway Capital Improvement Projects • plan, design, bid and manage capital and major maintenance bridge projects • provide project management for capital and major maintenance projects – budget and schedule responsibility; prepare various agency permit applications		

- provide conceptual structural engineering study reports, estimates and preliminary designs for existing and proposed bridge facilities
- provide budget estimate preparation for bridge major maintenance and capital improvements
- work with Wisconsin DOT in utilizing Federal and State funds in constructing and maintaining efficient and safe eligible facilities
- serve on consultant selection committee; review consultant plans and reports; attend project meetings

35% **E**

3. Coordinate all planning, design and bridge construction projects with Local, State And Federal Agencies

- prepare policy recommendations referred to the Division Director, Department Director, County Executive and County Board
- represent Milwaukee County DTPW at various meetings and hearings involving County projects in the Public Works environment

15% **E**

4. Act as the County Planning Agency to provide review of outside agency and private construction documents, easements, and other submittals regarding site development projects that may impact County bridge facilities

10% **E**

5. Perform other duties as assigned by management. **5%**

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Thorough knowledge of theories, principles and practices of structural engineering with emphasis on civil, traffic, transportation and highway engineering work.

2. Familiarity with theories, principles and practices of mechanical and electrical engineering.

3. Oral and written communication skills.

4. Ability to supervise and perform quality assurance/control on preparation of construction bid documents for county highway public works projects.

5. Ability to prepare analytical engineering reports on complex projects

6. Ability to supervise staff and provide leadership role to others.

7. Ability to develop and maintain effective working relationships with staff, public officials, regulatory agencies, business representatives, and civic and governmental organizations.

8. Knowledge of principles and practices of structural building engineering.

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's of Science degree with a major in Structural Engineering discipline required.

Experience: Ten (10) years of experience in professional level engineering work which must have included design, construction, and engineering management of which five (5) years must have been in

design and construction of bridge or structural engineering oriented projects, including responsible supervisory experience for administrative assignments required.

Licensure/Certification/Registration: Possession of a valid driver's license at the time of application; possession of a valid Wisconsin valid driver's license at the time of appointment and maintained during incumbency; registration as a professional engineer at the time of application; Wisconsin registration as a professional engineer within six (6) months and maintained during incumbency.

Physical Requirements/Demands:

None

Work Environment:

Primarily business office setting but some fieldwork required on county bridges.

Incumbent's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** 3/15/2011

Department Head's Signature: _____ **Date:** 3/15/2011

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