

SITE IMPROVEMENT SPECIALIST

(Department of Neighborhood Services)

THE PURPOSE of this position is to oversee and develop the Vacant Land Maintenance Program for the City of Milwaukee. The Site Improvement Specialist will work closely with contractors, monitor and update the inventory of vacant lots in the City of Milwaukee, and manage the annual contract activity for the Vacant Land Maintenance Program budget.

ESSENTIAL FUNCTIONS:

- Preparing work schedules for contractors.
- Inspecting all stages of work completed by contractors.
- Managing all aspects of contractor relations.
- Maintaining detailed records on contractors.
- Updating vacant lot inventory of approximately 3,100 lots.
- Preparing specifications for vacant lot maintenance contracts.
- Recommending contract awards.
- Coordinating supportive services with other city departments.
- Responding in a timely fashion to inquiries and complaints from public officials and citizens.
- Preparing job-related funding activity reports including block grant reports.
- Preparing Request-For-Proposals (RFPs) for all job-related contracts.
- Preparing and monitoring vacant land maintenance program budget.
- Preparing and monitoring city demolition contract program budget.
- Preparing annual work plan for Vacant Land Maintenance Program including measurement of results.
- Performing other job-related tasks as required.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business or Public Administration, Urban Planning, or other related field from an accredited college or university.
2. Two years of experience overseeing contractor activities.
3. Experience in preparing and managing budgets and contracts.
Note: equivalent combinations of experience and education may also be considered.
4. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment (car allowance provided).
5. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to manage contractor activities.
- Inspection skills.
- Record keeping skills.
- Budget management skills.
- Ability to prepare specifications for contractor activities.
- Ability to review and recommend awards for contractor activities.
- Ability to work cooperatively with other city departments.
- Ability to prepare and report on the status of RFPs and other job-related funding activity including block grants.
- Organizational skills.
- Analytical skills.
- Project management skills.
- Oral and written communication skills.
- Interpersonal skills.
- Ability to communicate diplomatically and tactfully with public officials and citizens.

THE 2006 SALARY (05) IS: \$45,280 - \$63,396 annually.