

Building Maintenance Mechanic II

Milwaukee Police Department (MPD)

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

PURPOSE: The incumbent operates equipment and performs repairs and preventative activities associated with the overall maintenance and operation of the Police Administration Building and outlying districts.

ESSENTIAL FUNCTIONS:

- Operate, repair and maintain all building related equipment including HVAC systems, plumbing and ground maintenance.
- Repair and install locks on doors and furniture and cut new keys.
- Perform preventative maintenance on building equipment.
- Maintain logs on all maintenance activities.
- Conduct snow removal by shoveling, snow blowing or plowing.
- Perform minor painting, refinishing, carpentry, drywall and minor electrical system maintenance.
- Performs other related duties as assigned.

Conditions of Employment:

- Candidates must pass a Milwaukee Police Department background investigation prior to hire.
- Employees are subject to working weekends, holidays, different shifts, odd hours and emergency call-ins.
- Incumbents must be able to lift and carry up to 100 pounds, climb vertical ladders and work on scaffolding. Also need to be able to function and work in confined crawl spaces or at considerable heights.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Three years of building maintenance, repair and mechanical experience working in the capacity of Building Engineer (or similar), that includes at least two years of experience working in a high rise, commercial class A, office building or two years of experience in a facility over 200,000 square feet.
2. Valid driver's License at the time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Previous experience working with Trane Tracer automation system (computerized building management system).

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Knowledge of preventative building maintenance programs and building repair techniques.
- Knowledge of and commitment to safe work procedures.
- Knowledge of HVAC system repairs including changing belts, pump seals, valve diaphragms, calibrating thermostats, properly adjusting louvers, replacing filters, and cleaning cooling towers.
- Knowledge of necessary tools and equipment associated performing maintenance and repairs of commercial building systems.
- Ability to read and interpret blueprints, plans, sequence of operations and technical specifications.
- Ability to maintain building plumbing systems including all flush mechanisms on sanitary fixtures, unclogging drains and replacing gaskets.
- Ability to perform minor electrical repairs including disconnecting equipment, replacing light ballasts and switch covers.
- Ability to operate, program and work various computers software programs utilized for facilities management throughout the Milwaukee Police Department.
- Ability to lift and carry up to 100 pounds.
- Ability to work from ladders and scaffolding.
- Ability to deal with a wide variety of environmental conditions in the work place (indoor and outdoor).
- Ability to work in confined crawl spaces and at considerable heights.

(continued)

BUILDING MAINTENANCE MECHANIC II

THE CURRENT PAY RANGE (PR 7CN) IS: \$39,642 - \$44,277 annually with excellent benefits.

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

The examination will be held as soon as practical after **10/4/2012**. 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.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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8/30/12