

BUILDING MAINTENANCE SUPERVISOR II (Milwaukee Police Department)

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

THE PURPOSE:

Under the direction of the Police Facilities Manager, the Building Maintenance Supervisor II has primary responsibility for the supervision of mechanics and custodial personnel on the first, second and third shifts in the maintenance and operation of the Police Administration Building, plus 12 other police facilities utilized on a 24-hour basis, totaling more than 850,000 sq. ft.

ESSENTIAL FUNCTIONS:

- Plans, assigns, prioritizes and lays out work schedules for routine, emergency and preventative maintenance and repairs for the operation of all City of Milwaukee Police facilities.
- Plans, assigns and schedules custodial staff activities including daily cleaning, floor and carpet care, restroom/locker room cleaning, bio-hazard clean up and training on proper operation of equipment.
- Schedules, supervises and instructs garage personnel that consists of police officers and garage attendants.
- Maintains inventory of all supplies and equipment used by Facilities Services, as well as all equipment being repaired or modified for use in any police facility.
- Checks completed assignments and ensures the quality of work being performed.
- Prepares reports, budget requests and maintains records.
- Maintains personnel time records and conducts personnel evaluations.
- Obtains estimates for emergency and routine maintenance by contractors and monitors projects.
- Coordinates outside contractor services including electrical, carpentry, painting and masonry.
- Periodically inspects the physical condition and operating efficiency of mechanical equipment.
- Operates the Building Energy Management System and keeps a preventative maintenance program for all equipment that is maintained.
- Coordinates snow and ice control operations at all Police Department locations.
- Performs other job-related functions as assigned.

CONDITIONS OF EMPLOYMENT:

- The Building Maintenance Supervisor II may be assigned to work on first, second or third shift and will be scheduled for an on-call rotation to cover weekends, holidays and emergencies when a supervisor is not on duty.

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. A minimum of five (5) years of fulltime experience in facility maintenance, operation and repair including, custodial operations, heating, ventilation, air conditioning, electrical, plumbing and automated building controls that includes at least three (3) years of experience working in a high rise, commercial class A, office building or three (3) years of experience in a facility over 200,000 square feet.
NOTE: Equivalent combinations of training and experience may be considered.
2. Two years supervisory experience in custodial procedures or maintenance environment.
3. Valid Wisconsin Driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIREABLE QUALIFICATIONS:

- Refrigeration certification.
- Associate Degree in HVAC field (Technical training related to the installation and repair of HVAC equipment.) **OR** Bachelor's Degree in HVAC technology, Facility Management, Mechanical Engineering, Architecture or related field.

NOTE: For applicants that claim college credit toward their experience, college transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or mailed to Box BMSII, Department of Employee Relations, City Hall, Room 706, 200 E. Wells St., Milwaukee, WI 53202-3554. Student copies are acceptable.

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KNOWLEDGE, SKILLS, ABILITIES & OTHER REQUIREMENTS:

- Strong organizational and administrative skills to effectively oversee the operation and maintenance of a large commercial facility.
- Knowledge of commercial cleaning procedures and the operation of automated equipment used in daily cleaning, floor surface and carpet care, cleaning and sanitizing of restrooms and locker rooms and bio-hazard cleanup.
- Knowledge of building construction methods and equipment, preventative maintenance, HVAC systems, building management systems, electricity and mechanics as applied to building maintenance and sustainable design principles.
- Working knowledge of trades including heating, air conditioning, electrical lighting and motors, plumbing, sound proofing, painting, carpentry, roofing, masonry, asbestos removal and fire/security.
- Working knowledge of Building Energy Management Computer systems.
- Knowledge of management principles, practices and staff development methods.
- Ability to work independently, identify and solve problems, set priorities and develop long range goals.
- Focused on the fulfillment of customer requests in an effective and timely manner.
- Ability to plan, direct and supervise the work of others effectively.
- Ability to read and interpret blueprints, plans, sequence of operations and technical specifications.
- Knowledge of and commitment to safe work procedures.
- Ability to effectively relate to a variety of people ranging from unskilled laborer to senior supervisory personnel and Police Department Command Staff.

THE CURRENT PAY RANGE (PR 1BX) IS: \$47,109 - \$65,956 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 **March 1, 2013**. 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, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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