

TRANSFER/PROMOTIONAL OPPORTUNITY
Building Maintenance Mechanic I
Milwaukee Police Department (MPD)

PURPOSE: The Building Maintenance Mechanic I 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.

Conditions of Employment:

- Employees are subject to working weekends, holidays, different shifts, odd hours and emergency call-ins.

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. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. One (1) year of building maintenance, repair and mechanical experience or custodial experience.
3. Valid driver's license at the time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

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

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- 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 with 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 I

SALARY (PR 7BN): The current starting salary is \$37,970 annually for City of Milwaukee residents. The non-resident starting salary is \$37,409 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: *The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-2105.*

Persons offered employment must pass a background investigation, medical examination and a pre-employment drug test as a condition of employment.

APPLICATION PROCEDURE:

Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286.3751, or by visiting www.milwaukee.gov/jobs.

Applications should be returned to: **Department of Employee Relations, Box BMMI, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202**, by **June 27, 2014**. *Receipt of applications may be discontinued any time after that date.*

#14-058 – JH (CN)

06/02/2014