

# BUILDING MAINTENANCE SUPERVISOR II

## Recruitment #1704-4426-001

<b>List Type</b>	Original
<b>Requesting Department</b>	LIBRARY
<b>Open Date</b>	6/9/2017 1:00:00 PM
<b>Filing Deadline</b>	7/5/2017 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

## INTRODUCTION

*“Inspiration starts here – we help people read, learn, and connect”*

*-THE MILWAUKEE PUBLIC LIBRARY*

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

## PURPOSE

Under the direction of the Library Facilities Manager, the Building Maintenance Supervisor II is responsible for the supervision of custodial and maintenance personnel and for the mechanical operations of the Milwaukee Public Library system, including the Central Library building, 12 neighborhood libraries and the Express Library facility.

*NOTE: The eligible list resulting from this examination may be used to fill Building Maintenance Supervisor II vacancies within other City of Milwaukee departments, including the Milwaukee Police Department.*

## ESSENTIAL FUNCTIONS

- Plans, assigns, and prioritizes work schedules for routine, emergency and preventative maintenance and repairs for the operation of all Milwaukee Public Library buildings, grounds and equipment.
- Obtains estimates from contractors for emergency and routine maintenance and monitors contracted projects throughout completion.
- Coordinates outside contractor services including electrical, carpentry, painting and masonry. Checks completed assignments and ensures the quality of work being performed.
- Plans, coordinates and supervises work activities for the Facilities Control Specialist, Heating and Ventilating Mechanics, Electrician and Carpenter.

- Conducts or schedules periodic inspections of the physical condition and operating efficiency of mechanical equipment.
- Supervises the operation of the Building Automation System and maintains a preventative maintenance program for all equipment maintained by the Library's Facilities and Fleet Section.
- Prepares reports, budget requests and maintains records.
- Assists in maintaining records of supplies and equipment used by the Facilities and Fleet Section.
- Approves personnel time records and conducts personnel evaluations.
- Coordinates snow and ice control operations at all Library locations.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

- The Building Maintenance Supervisor II is on-call 24 hours per day and must be available during weekends, holidays and emergencies, as needed, to meet the maintenance needs of the Library System.
- Occasional third shift supervision of special projects is required.

## **MINIMUM REQUIREMENTS**

1. Associate degree in HVAC or a closely related field and three (3) years of full-time experience in facility maintenance, operation and repair including, custodial operations, heating, ventilation, air conditioning, electrical, plumbing and automated building controls, at least one year of which must have been in a lead worker or supervisory capacity and includes:

- Three (3) years of experience working in a high rise, commercial class A, office building, OR three (3) years of experience in a facility or complex over 200,000 square feet.

OR

A minimum of five (5) years of full-time experience in facility maintenance, operation and repair including, custodial operations, heating, ventilation, air conditioning, electrical, plumbing and automated building controls, at least one year of which must have been in a lead worker or supervisory capacity and includes:

- Three (3) years of experience working in a high rise, commercial class A, office building, OR three (3) years of experience in a facility or complex over 200,000 square feet.

2. Valid Wisconsin Driver's license at time of appointment and throughout employment.

*NOTE: Equivalent combinations of training and experience may be considered.*

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

### **DESIRABLE QUALIFICATIONS**

- Refrigeration certification.
- Associate's 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.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Strong organizational and administrative skills to effectively oversee the operation and maintenance of a large commercial facility.
- 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, hazardous material removal, fire control systems and access, intrusion and surveillance system.
- Ability to supervise the operation of the Building Energy Management Computer systems and/or Building Automation System.
- Knowledge of supervisory principles, practices and staff development methods.
- Ability to work independently, identify and solve problems, set priorities and develop long range goals.
- Ability to focus 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.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, co-workers and management.

### **CURRENT SALARY**

The current salary range (Pay Range 1BX) for City of Milwaukee Residents is \$48,670 - \$67,616 annually, and the non-resident salary range is \$47,476 - \$65,957 annually. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

### **SELECTION PROCESS**

**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.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **July 5, 2017**. 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.

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*