

# LIBRARY FACILITIES MANAGER

## Milwaukee Public Library

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

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team. The incumbent takes advantage of opportunities to build both public understanding and support for libraries within the community. Employees are expected to be adaptable in a highly dynamic work environment.

**PURPOSE:** Under the direction of the Business Operations Manager, the Library Facilities Manager oversees the operation, repair, maintenance, and cleaning of the thirteen buildings under the jurisdiction of the Milwaukee Public Library, comprising over 660,000 square feet, including life safety equipment and systems, building management systems, and related equipment, as well as the grounds, parking lots, and sidewalks.

### **ESSENTIAL TASKS:**

- Oversees the day-to-day operation and maintenance of all buildings and grounds within the Milwaukee Public Library system.
- Directs and supervises building supervisors, mechanics, and custodians, as well as skilled tradespersons, including a carpenter, an electrician, and a controls specialist.
- Hires, trains, and evaluates employees; handles grievances, discipline, and other personnel issues.
- Plans, assigns, prioritizes, and schedules routine, preventive, and emergency maintenance tasks for library buildings using a work order system.
- Monitors renovation, construction, and maintenance projects. Works with engineers, architects, and contractors to ensure quality of work and cost control. Works with the Business Operations Manager to develop specifications for contracted services.
- Plans, directs, controls, and introduces improvements in facility management, building operations, energy efficiency, and equipment.
- Ensures the health and safety of staff and customers by keeping current on major trends and best practices in safe building products, building construction, and contract management.
- Supports the Business Operations Manager by conducting research, analysis, and reporting; prepares budget requests and maintains annual service agreements.
- Monitors use of the City's Minority/Woman/Small Business Enterprise firms.
- Acts as liaison with other City departments such as the Department of Public Works, the Milwaukee Fire Department, and the Milwaukee Police Department.
- Performs other related duties as assigned.

### **CONDITIONS OF EMPLOYMENT:**

- The Library Facilities Manager must be willing to work flexible hours – including some evening and weekend hours – and may be required to work in excess of 40 hours per week. In addition, he or she must be on call 24/7 to respond to emergencies.

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

## ***Library Facilities Manager***

---

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in facility management, mechanical engineering, or architecture or a related field, with an emphasis on mechanical disciplines and building operations, from an accredited college or university.

**NOTE:** *Transcripts are required and should either be attached to the application or as an email attachment to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box LFM-MPL, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable.*

2. Three years of experience in management or supervision in building trades, construction, or facilities maintenance in a comparable facility.  
*Equivalent combinations of education and experience may be considered.*
3. Experience in building operations, especially related to environmental (heating, ventilation, and air conditioning) and life safety systems in multiple and single floor building complexes.
4. Valid driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment (*mileage reimbursement provided*).
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of building construction methods and equipment, preventive maintenance, HVAC systems, building management systems, electricity and mechanics as applied to building construction and maintenance, and sustainable design principles.
- Knowledge of management principles and practices and staff development methods and the ability to supervise staff.
- Knowledge of occupational safety and health, accident prevention, and a commitment to a safe work environment.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret blueprints, plans, and specifications.
- Understanding of business fundamentals, including project management, resource planning, process improvement, budgeting, and reporting.
- Analytical and problem-solving skills.
- Ability to make sound decisions.
- Oral and written communication skills.
- Customer service skills.
- Interpersonal skills; ability to work effectively with diverse staff, officials, contractors, and the public.
- Skill in using computer applications such as word processing and spreadsheet.
- Ability to conduct research and technical investigations.
- Ability to plan, coordinate, and accomplish work in a fast-paced environment.
- Ability to handle stress and maintain professionalism.
- Honesty and integrity.
- Ability to lift and move objects weighing up to 50 pounds.

**THE CURRENT SALARY RANGE (1EX) IS:** \$57,028-\$79,836 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

## ***Library Facilities Manager***

---

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 **July 13, 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.

**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](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.

#12-057—MMC (AK)

6/15/12

EEOC 103