

SCHOOL ENGINEER I

PURPOSE:

The School Engineer I operates the heating and ventilating plants of a school, office or other building under the jurisdiction of the Milwaukee Public Schools (MPS). Incumbents also maintain stationary and other equipment, care for buildings and grounds, and oversee the MPS Building Operations staff.

ESSENTIAL FUNCTIONS:

- Operate heating and ventilating plants and air conditioning equipment in an assigned school building.
- Care for buildings and grounds, including housekeeping, grass cutting, pest control, and snow removal.
- Install, repair and maintain various kinds of mechanical equipment found in school buildings.
- Direct, oversee and evaluate work of Building Service Helpers and other Building Operations personnel.
- Assign Work, furnish work schedules, and create job-related reports.
- Establish safe work procedures and maintain accident prevention standards.
- Lift and transfer objects weighing up to 50 pounds or more.
- Shovel snow and debris.
- Work from ladders and scaffolding.
- Maintain positive relations with principals, teachers, co-workers, students and the general public.

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) One year of experience in a supervisory or lead worker capacity with responsibility for operating and maintaining heating and ventilating plants (furnaces, stokers, boilers, and related equipment) and air conditioning equipment in a facility of more than 30,000 square feet, **OR**
b) Current status and one year of service immediately preceding the date of this examination as a regularly appointed MPS Boiler Attendant or Boiler Attendant Trainee within the MPS Building Operations Division.
2. American Society of Power Engineering, Inc. (A.S.O.P.E.) Facility Operating Engineer Third Class License (or higher) **AND** A City of Milwaukee Stationary Engineer's permit to operate Low Pressure Boilers (see note below).

NOTE: A COPY OF YOU'RE A.S.O.P.E. LICENSE **AND** CITY OF MILWAUKEE STATIONARY ENGINEER'S PERMIT must be received within three business days after the application period closes. These documents may be attached to the application; OR sent via email to staffinginfo@milwaukee.gov; OR sent to Box SE I, Department of Employee Relations, City of Milwaukee, 200 E. Wells St., Rm. 706, Milwaukee, WI 53202. Only applications with the necessary licenses and permits will be considered; application without these materials will be rejected.

3. State pesticide certification, category 7.1, must be obtained within one year after the time of appointment and throughout employment (must be renewed every five years).

School Engineer I

4. Valid driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment (car allowance provided).

DESIRABLE QUALIFICATIONS:

- Certification in the EPA Asbestos Abatement Training Program.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS REQUIRED:

- Knowledge of safety and accident prevention requirements and procedures including environmental safety.
- Knowledge of operation and maintenance practices for heating, ventilating and air conditioning, energy management systems, an automatic controls.
- Knowledge of equipment used for buildings and grounds care, including housekeeping, grass cutting, snow removal and athletic field maintenance.
- Knowledge of principles and methods of school housekeeping operations.
- Knowledge of computer applications and use to include MS Office software, IPAY, AiM, and the MPS Portal.
- Skilled in the operation, maintenance, and repair of boilers, pumps, compressors, machinery and other mechanical equipment found in MPS school buildings.
- Skilled at organizing resources and establishing priorities.
- Skilled in performing duties related to pest control and safe application of pesticides.
- Skilled in the use of hand and power tools used in installation, repair and maintenance.
- Skilled in assigning work, constructing and furnishing work schedule, and directing Building Operations employees.
- Effective oral, written communication, and presentation skills.
- Ability to develop effective working relationships with diverse individuals at all levels.
- Ability to shovel snow and remove debris.
- Ability to work from ladders and scaffolding.
- Ability to lift and move objects weighing up to 50 pounds or more.
- Ability to communicate tactfully with the public.

THE CURRENT SALARY RANGE IS: \$38,727 - \$48,263 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 7, 2014**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail 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.