

TRANSFER/PROMOTIONAL OPPORTUNITY

BUILDING SERVICES SUPERVISOR (Milwaukee Public Library)

Basic Function of Position:

Under the direction of the Building Maintenance Manager, this position has primary responsibility for the supervision of custodial personnel, and for the operations and maintenance of buildings and grounds in the Milwaukee Public Library which includes Central Library and twelve neighborhood libraries.

Essential Functions:

- Plans, schedules, directs, and supervises all phases of custodial services; coordinates maintenance contract services such as shredding, pest control, window washing, hazardous waste disposal, furniture repair, and recycling with the City and outside vendors
- Assigns work and maintains work records, conducts performance evaluation interviews, interviews applicants and makes hiring recommendations; issues warning notices and recommends disciplinary actions; issues commendations and handles appropriate staff recognition
- Arranges for reports to custodial equipment; researches new products and custodial techniques and demonstrates their uses as requested
- Instructs, orients and trains custodians in procedures including equipment operations, safety regulations, and uses of custodial supplies and chemicals; plans and conducts regular in-service training for custodians
- Prepares budget requests, maintains records and prepares reports; coordinates and supervises special projects or events related to maintenance and custodial functions
- Assumes responsibilities of the other Building Services Supervisor or Building Maintenance Supervisor in that person's absence

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 employee of the City of Milwaukee or Milwaukee Public Schools.
2. Two years full time experience in custodial or building maintenance work.
3. Supervisory experience or coursework in supervision is preferred.
4. Valid State of Wisconsin motor vehicle operator's license at time of appointment and throughout employment; good driving record.

Note: Equivalent combinations of education and experience may also be considered.

Knowledge and Skills Required:

1. Strong customer service orientation
2. Working knowledge of buildings and grounds maintenance and cleaning procedures, including techniques and materials; ability to operate all custodial equipment
3. Strong written and oral communication skills
4. Working knowledge of personal computers, email and word processing
5. Ability to work independently and to plan, direct, and supervise the work of others
6. Knowledge of and commitment to safe work procedures
7. Ability to be on-call 24 hours per day for emergency situations

Current Salary Range (002) is \$1,408.56 to \$1,971.69 biweekly

The Selection Process will be job-related and will consist of one or more of the following: an evaluation of training & experience, written test, oral interview or other assessment methods. The Department of Employee Relations and the Milwaukee Public Library reserve the right to call only the most qualified candidates to oral, performance or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred and/or promoted to this position.

If you are interested in this position and meet the qualifications, please forward a completed City of Milwaukee application form and letter of interest to **Judith Zemke, Library Personnel Officer, Milwaukee Public Library, 814 W. Wisconsin Ave. Milwaukee, WI 53233 by July 8, 2005. Do not return the application to DER.** Your letter of interest should document how your education and experience qualify you for this position.

Applications Materials and further information may be obtained on the DER website: www.milwaukee.gov/der, in person or via mail from the City of Milwaukee, Department of Employee Relations, 200 East Wells Street, Room 706, Milwaukee, WI 53202-3554 or by calling 414-286-3751.

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The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.