

BUILDING MAINTENANCE SUPERVISOR II

Recruitment #1804-4426-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	9/21/2018 08:00:00 AM
Filing Deadline	10/12/2018 11:59:00 PM
HR Analyst	Marti Cargile

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INTRODUCTION

The eligible list resulting from this examination may be used to fill vacancies within other City of Milwaukee departments.

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 general direction of the Police Facilities Manager, the Building Maintenance Supervisor II has primary responsibility for the supervision of mechanics and custodial personnel on the first, second, and third shifts in the maintenance and operation of the Police Administration Building, plus nine other police facilities used on a 24-hour basis.

ESSENTIAL FUNCTIONS

- Plan, assign, and prioritize work schedules for routine, emergency, and preventive maintenance and repairs for the upkeep and operations of 13 police buildings, grounds, and equipment.
- Schedule, supervise, and instruct garage personnel, consisting of police officers and garage attendants.

- Oversee building maintenance and HVAC staff, custodial workers, and clerical staff.
- Maintain inventory of all supplies and equipment used by Facilities Services, as well as all equipment being repaired or modified for use in any police facility.
- Operate the Building Energy Management System.
- Inspect completed assignments, and ensure the quality of work being performed.
- Maintain personnel and time records.
- Assist in preparing budget or repair cost estimates.
- Prepare reports and budget requests and maintain records.
- Coordinate outside contractor services, including electrical, carpentry, painting, and masonry.
- Obtain estimates from contractors for emergency and routine maintenance, and monitor contracted projects from inception throughout completion.
- Periodically inspect the physical condition and operating efficiency of mechanical equipment.

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

- Must be willing and able to work weekends, holidays, varying shifts, odd hours, and during emergencies to meet the maintenance needs of the MPD.
- Must be physically able to lift and carry 50 pounds unassisted and exert up to 100 pounds of force occasionally, climb vertical ladders, work on scaffolding, function while working in confined crawl spaces, and work in a range of adverse environmental conditions, both indoors and outdoors.

MINIMUM REQUIREMENTS

1. Five years of experience in facility maintenance and repair, including maintenance of heating, ventilation, and air conditioning equipment, electrical and plumbing systems, and automated building controls, as well as custodial operations. Experience must include the following:

1A. One year of experience in a lead worker or supervisory capacity.

1B. Three years of experience working in a high-rise, commercial Class A office building, **OR** three years of experience in a facility or complex over 200,000 square feet.

*Equivalent combinations of education and experience may also be considered. For example, an associate degree in HVAC technology (or related) **PLUS** three years of experience as described under #1 is considered equivalent; however, there is no substitute for the experience described under #1A and #1B above.*

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

IMPORTANT NOTE: *To receive credit for post-high school education, college transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- Refrigeration certification.
- An associate degree in HVAC technology or a bachelor's degree in technology management, facility management, mechanical engineering, architecture, or a related field.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of building construction methods and equipment, preventive maintenance programs, and building repair techniques.
- Knowledge of HVAC systems, building management systems, electricity and mechanics as applied to building maintenance, and sustainable design principles.
- Knowledge of the tools, equipment, and methods associated with trades, including heating, ventilation, and air conditioning; electrical lighting and motors; plumbing systems, soundproofing, painting, carpentry, roofing, masonry, hazardous material removal, fire control systems and access, and intrusion and surveillance systems.
- Mechanical knowledge and analytical skills to be able to identify and troubleshoot problems.
- Administrative skills to effectively oversee the operation and maintenance of large commercial facilities.
- Knowledge of supervisory principles and staff development methods; ability to plan, direct and supervise the work of others effectively.
- Oral communication skills to be able to present technical information clearly.
- Interpersonal and customer service skills to effectively interact with sworn and non-sworn staff, City managers and staff, vendors, and contractors.

- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to read and understand instructions, policies and procedures, product labels, publications, and manuals.
- Ability to read and interpret blueprints, plans, sequences of operations, and technical specifications.
- Knowledge of mathematics principles essential to operating building systems, such as whole numbers, fractions, percentages, measurements, ratios, graphs, and geometry.
- General knowledge of budgeting processes and repair and maintenance costs.
- Written communication skills to be able to write correspondence, policies, procedures, and reports.
- Ability to learn and use facilities management computer programs as well as standard software applications such as Microsoft Office.
- Organizational and project management skills to be able to plan, prioritize, and complete assignments in a timely manner.
- Flexibility and professionalism to be able to respond to emergency situations in a calm manner.
- Knowledge of and commitment to safe work procedures.

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.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves

- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

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. Candidates must undergo and pass a background investigation prior to appointment.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, October 12, 2018**. 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.

NOTE: *Candidates must pass a Milwaukee Police Department background investigation before hire.*

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 103

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