

FACILITIES MAINTENANCE SUPERVISOR

Recruitment #1909-4050-001

List Type	Original
Requesting Department	LIBRARY
Open Date	9/26/2019 3:15:00 PM
Filing Deadline	10/18/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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.

The Milwaukee Public Library (MPL) offers a dynamic, innovative work environment where each employee contributes to making the Library the best Third Place possible – Inspiration starts here, we help people read, learn and connect!

PURPOSE

The Facilities Maintenance Supervisor has primary responsibility for the supervision of custodial and maintenance personnel and for the mechanical operations of the Milwaukee Public Library (MPL) system, including the historic landmark Central Library and 13 other facilities.

ESSENTIAL FUNCTIONS

- Plan, assign, and prioritize work schedules for routine, emergency, and preventative maintenance repairs of all MPL buildings, grounds, and equipment, and coordinate snow and ice control operations at all MPL locations.
- Coordinate routine maintenance with contractors via electronic and other resources, including electrical, carpentry, painting, and masonry. Obtain estimates for emergency and routine maintenance; monitor contracted projects from inception through completion; and verify completed assignments to ensure that quality work is being performed.
- Supervise, coordinate, and train trades and supervisory staff assigned to Facilities and Fleet, including facilities controls, HVAC (heating, ventilation, and air conditioning), electrical, and carpentry; monitor and approve time records; and conduct evaluations. Supervise custodial staff in the absence of Building Services Supervisor(s).
- Conduct or schedule periodic inspections of the physical condition and operating efficiency of mechanical equipment. Supervise operation of building automation and security systems, and maintain a preventative maintenance program for all equipment maintained by MPL Facilities and Fleet Services.

- Prepare reports and budget requests, and assist in maintaining records of supplies and equipment used by MPL Facilities and Fleet Services.

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

- Work beyond regular business hours as necessary, including being on call 24/7 during emergencies such as equipment failure, theft or vandalism, fire, water detection, and weather damage.
- Exert up to 50 pounds of force occasionally and 10-20 pounds frequently to move objects.
- Perform medium physical work that includes standing, walking, and climbing; crouching and kneeling; and making repetitive motions.
- Withstand variable environmental conditions (temperature changes and exposure to dust), both outdoors and indoors (including loading docks and garages).
- Travel frequently to MPL buildings and other remote work locations.

MINIMUM REQUIREMENTS

1. **Associate's degree in HVAC, mechanical engineering, facilities management, construction technology, architectural studies, or a closely-related field from an accredited college.**
2. **Three years of experience in building and grounds maintenance and operations for a large, complex facility, including installing and repairing heating and cooling systems.**
3. **Two years of full-time supervisory experience in the facilities maintenance field** (*can be concurrent with #2, above*).
4. **Valid driver's license at time of appointment and throughout employment, and availability of an insured personal vehicle for use at work** (*mileage reimbursement provided*).

Equivalent combinations of training and experience may also 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. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

DESIRABLE QUALIFICATIONS

- Bachelor's degree in facilities, construction, or technology management; mechanical engineering; architecture; or a related field from an accredited college or university.
- Licensure in a building trade such as HVAC technician, carpenter, electrician, or plumber.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL KNOWLEDGE:

- Knowledge of best practices in the maintenance and repair of buildings, from historic to modern.
- Knowledge of building trades, including HVAC, electrical, lighting and motors, plumbing, soundproofing, painting, carpentry, roofing, masonry, asbestos removal, and fire protection systems.
- Knowledge of building automation and security systems; ability to operate control systems remotely.
- Knowledge of facilities management practices and energy conservation strategies.
- Knowledge of grounds maintenance in all seasons, including snow and ice control operations.
- Knowledge of and commitment to accident prevention and safety.
- Knowledge of mathematics, and the ability to assist with budget preparation and supply management.
- Knowledge of facilities management and maintenance computer applications, computer aided drafting, and word processing and spreadsheet software.
- Skill in using electrical, mechanical, and carpentry hand tools as well as measurement and controls testing devices.

COMMUNICATION AND INTERPERSONAL SKILLS:

- Ability to read and interpret job-related documents, policies and procedures, blueprints, plans, and technical specifications.
- Ability to prepare accurate correspondence, specifications, and reports.
- Interpersonal and customer service skills to build effective relationships with managers, colleagues, direct reports, other City officials and staff, contractors, and the public.
- Ability to work cooperatively with coworkers and citizens whose backgrounds may differ from one's own.

SUPERVISORY SKILLS:

- Supervisory skills, including the ability to assign duties, direct and inspect work, assess performance, provide on-the-job training and coaching, recommend corrective action, and participate in hiring processes.
- Ability to effectively supervise contractors engaged in maintenance and construction services; ability to uphold decisions made by the Department.

CRITICAL THINKING SKILLS:

- Commitment to staying current with advances in buildings and grounds maintenance and repair.
- Analytical and problem-solving skills to be able to troubleshoot equipment and systems.
- Organizational and time management skills to be able to effectively plan, track, and complete projects.

- Ability to think independently and work with minimal supervision.
- Ability to remain calm during emergency situations.
- Ability to maintain confidentiality, to serve with professionalism, honesty, and integrity, and to exercise responsible stewardship of City resources.

CURRENT SALARY

The current salary range (1EX) is \$67,917-\$81,844, and the resident incentive salary range for City of Milwaukee residents is \$69,955-\$84,300. 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 <https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

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 and the Milwaukee Public Library reserve 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 **Friday, October 18, 2019**. 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.

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.