

# FACILITIES MANAGER

**Recruitment #2003-5467-001**

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-FACILITIES
<b>Open Date</b>	3/26/2020 2:45:00 PM
<b>Filing Deadline</b>	4/16/2020 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

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## INTRODUCTION

### What Milwaukee can offer YOU

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

The Facilities Manager is responsible for planning, organizing and leading activities pertaining to the security, operations and maintenance of all structures, buildings and facilities under the jurisdiction of the Department of Public Works -Infrastructure-Bridges & Buildings Unit.

## ESSENTIAL FUNCTIONS

- Manage and direct all personnel engaged in the operation and maintenance of all Department of Public Works operated facilities, including the City Hall Complex.
- Manage physical security for all Department of Public Works facilities including security staff, systems and controls.
- Act as the Emergency Management Coordinator for the Department of Public Works. Serve as the point of contact for the City's Emergency Management Department and the EOC.
- Manage employee relations for the Operations and Maintenance Section including hiring, safety training, coaching, counseling, performance evaluations and discipline.
- Plan, establish and maintain annual and long-range preventative maintenance and energy conservation programs for the Buildings unit.
- Direct and coordinate contract services including plumbing, HVAC, custodial services and security.
- Manage and administer the City's recreational facilities, including supervision of staff, daily operations and capital improvement projects.
- Manage the City Hall Information Center and associated staff.
- Work on project management teams for high impact capital projects.
- Manage essential building systems including Fire/Life Safety, Building Automation Systems, security management and security camera systems.
- Monitor and evaluate operations and maintenance activities for productivity, efficiency, and effectiveness.
- Act as liaison with other Divisions and City agencies for all operation and maintenance activities.

- Prepare special reports and complete assignments as directed by the Engineer in Charge.

*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 able to accept calls and off-hour assignments related to the management of the 24 hour, 365 days a year operation.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in architecture, engineering or related field to facilities management.
2. Four years of building and operations supervision, facility physical security and security systems experience related to the duties of this position.
3. Valid Driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered.*

**IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed and the date the degree was completed. Student copies are acceptable.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of management practices and principles.
- Knowledge of and commitment to safe work procedures.
- Knowledge of project management practices.
- Knowledge of facilities operations and maintenance.
- Knowledge of physical security best practices, systems, controls and implementation methods with regard to publically accessible facilities and spaces.
- Knowledge of computerized building management systems.
- Knowledge of preventative building maintenance programs.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, elected officials, co-workers and management.
- Verbal communication skills to effectively provide clear, accurate and concise instructions to employees and to present information to various individuals and groups, including within the organization, the public and elected officials.
- Written communication skills to prepare business correspondence and technical reports.
- Effective listening and negotiating skills to work efficiently and effectively with contractors and others.
- Ability to read and interpret blueprints, plans, specifications and engineering drawings.
- Ability to handle inquiries from elected officials, the public and other City departments effectively and with tact.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Ability to work effectively in a diverse, team-oriented environment.
- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a changing environment.
- Ability to proficiently use computer programs such as Microsoft Office Suite, Outlook, the internet and industry specific software (building controls, fire & life safety, security and CMMS).
- Ability to handle emergency situations in a calm and professional manner.
- Honesty and integrity within interactions with employees, contractors, management and elected officials.

## CURRENT SALARY

The current salary range (1HX) is \$70,827 - \$99,154 annually, and the resident incentive salary range for City of Milwaukee residents is \$72,952 - \$102,129 annually. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

## BENEFITS

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/der/benefits>.

## 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. 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 the deadline listed above. 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

### APPLICATION PROCEDURE

- Applications and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

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