

POLICE BUILDINGS AND FLEET MANAGER

City of Milwaukee Police Department

PURPOSE: The Police Buildings and Fleet Manager is responsible for the administration and control of activities relating to Police Department buildings, grounds, vehicle and custodial services, and printing and supplies.

ESSENTIAL FUNCTIONS:

- ❑ Manage and prepare the annual operating and capital budgets needed to maintain the Facilities Services Division.
- ❑ Supervise and oversee capital projects regarding architectural, environmental and mechanical upgrades. Prepare requisitions (RFPs) to initiate projects involving other City of Milwaukee departments and contractors to provide renovations to existing facilities, and equipment replacements. Establish service contracts.
- ❑ Be accountable for maintenance and operations of 13 Police Department buildings that total 877,170 square feet. Direct and review all schedules for the most efficient 24-hour daily operations.
- ❑ Manage employees and employee relations within the Facilities Services Division, including hiring, evaluation, training, and grievances.
- ❑ Oversee the Printing and Stores Section, which includes the graphic design studio, and the procurement of and distribution of all operating supplies used by the Milwaukee Police Department.
- ❑ Provide oversight of the maintenance, repair and modernization of the fleet of police vehicles through supervision of the Fleet Maintenance Supervisor.
- ❑ Act as a liaison for and represent the Milwaukee Police Department in matters relating to the Facilities Services Division operations.
- ❑ Perform other related duties as assigned.

Must be able and willing to be on call 24 hours per day for emergency situations.

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 Bachelor's degree in engineering, facility management, architecture or a closely related field from an accredited college or university.
2. At least three years of progressively responsible professional supervisory experience in facility management, building operations, infrastructure renovation and repair in a comparable facility. Supervisory experience must include handling personnel and labor relations issues including grievances and disciplinary action.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

Note: *Equivalent combinations of education and professional work experience, which demonstrated a proven ability to manage in a highly technical environment, may be considered.*

DESIRABLE QUALIFICATIONS:

- Registration as a Professional Engineer or Architect in the State of Wisconsin.

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of facilities management.
- Thorough knowledge of building construction, repair, preventive maintenance, safety and accident prevention.
- Knowledge of the development, administration, and supervision of public works contracts. Ability to interpret blueprints and specifications.
- Knowledge of and ability to use personal computers, including word processing, spreadsheet and maintenance software.
- Senior level management and strategic planning ability; organization and project management ability.
- Ability to prepare and manage budgets.

- Ability to manage personnel, including professional and technical personnel, construction trades, and building services and maintenance personnel.
- Ability to work with higher level administrators, policy makers and officials.
- Ability to work closely with consultants, technical staff and contractors.
- Effective oral and written communications skills including the ability to prepare reports and other documents.
- Ability to handle human resource issues and to evaluate performance.
- Ability to think independently within a police environment and work with minimal supervision.

The Current Salary (PR 10) is \$ 64,805 to \$ 90,728 annually with excellent benefits.

Appointment is normally at the beginning of the salary range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; background investigation; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the examination. 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 August 20, 2010. Receipt of application materials may be discontinued anytime after this date without prior notice. However, recruitment may continue until the needs of the City are met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATION MATERIALS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, online at www.milwaukee.gov/jobs , or by calling (414) 286-3751.

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