

# BUILDING SERVICES SUPERVISOR II

## Recruitment #2107-4291-001

List Type	Transfer/Promotional
Requesting Department	LIBRARY
Open Date	7/20/2021 5:45:00 PM
Filing Deadline	8/6/2021 11:59:00 PM
HR Analyst	Marti Cargile

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### INTRODUCTION

**\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \***

*The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities and to work cooperatively as part of a team.*



### PURPOSE

**The Building Services Supervisor II has primary responsibility for managing all buildings and grounds custodial functions and delivery services for the Milwaukee Public Library (MPL) branch libraries, including supervising staff assigned to those functions.**

### ESSENTIAL FUNCTIONS

#### **OVERSIGHT OF CUSTODIAL SERVICES**

- Plan, schedule, and supervise all phases of custodial services such as floor care, moving projects, recycling, grounds maintenance, special projects and events, general maintenance at all branch libraries.
- Coordinate, assign staff, and monitor requests for special custodial service projects or events.
- Respond to and investigate fire and security alarms; train staff on standard operating procedures (SOPs).
- Assign work, post work schedules, and maintain work records using the computerized maintenance management system (CMMS).
- Conduct performance evaluations, issue warning notices, recommend disciplinary action, and issue commendations. Represent management as part of the grievance process.

- Maintain payroll and attendance records using CityTime and monitor staff absences for abuse.
- Interview applicants and make hiring recommendations.
- Instruct, orient, and train custodians in procedures, including effective cleaning techniques, proper use of custodial supplies and chemicals, equipment operations, and safety rules and techniques. Ensure that assigned staff complies with the departmental bloodborne pathogens protocol.
- Plan and conduct regular in-service training for custodians to develop best practices and SOPs.
- Plan, schedule and direct delivery service staff, inspect all library vehicles, and schedule maintenance and repairs.
- Assume the responsibilities of the Building Services Supervisor II assigned to the Central Library in his or her absence.

### **PROCUREMENT AND BUDGETING**

- Obtain bids and administer various contracts for specialized services including pest control, window cleaning, landscaping, snowplowing, recycling, hazardous waste disposal, dust mop and mat rental, and furniture reupholstery.
- Requisition and maintain inventories of custodial supplies using computer applications, including spreadsheets.
- Arrange for repair and maintenance of custodial equipment.
- Research new products, equipment, and cleaning techniques to improve efficiency and effectiveness.
- Provide cost/benefit analyses and prepare annual budget requests.
- Manage the inventory and ordering of office supplies.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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**

#### **The Building Services Supervisor II must be willing and able to do the following:**

- Be on-call 24 hours per day in case of emergency situations such as equipment failure, fire, theft, water detection, buildings or grounds vandalism, weather damage, loss of utilities, and accidents.
- Occasionally work in confined spaces and withstand exposure to inclement weather and dust or fumes wearing proper personal protective equipment (PPE).
- Lift and move objects weighing up to 50 lbs. alone and up to 100 lbs. with assistance or by wheeled conveyance.
- Work with ladders and lifts at heights of up to 30 feet.

### **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
2. Associate degree in facilities management or a closely related field from an accredited college.
3. Two years of experience in building maintenance, custodial operations, or a comparable field, at least one year of which must have been in a lead or supervisory role.

*Equivalent combinations of training and experience may be considered. For example, four years of experience as described under #3, above, is considered equivalent; however, there is no substitute for the one year of experience in a lead or supervisory role.*

4. Valid driver's license and access to a properly insured vehicle for use during work hours at time of appointment and throughout employment (mileage reimbursement provided pursuant to Section 350-183 of the Milwaukee Code).
5. Must have a good driving record.

*NOTE: To receive credit for related college coursework, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed (if applicable), and the degree completion date.*

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

### **TECHNICAL**

- Knowledge of buildings and grounds maintenance and cleaning procedures, including familiarity with the techniques, equipment, and materials used.
- Knowledge of and commitment to safe work procedures.
- Ability to learn about and carry out procurement and budgeting processes.
- Familiarity with standard computer applications such as word processing and email.

### **COMMUNICATION AND SUPERVISORY**

- Ability to communicate effectively and clearly verbally and in writing.
- Active listening skills.
- Skill in providing excellent customer service.
- Interpersonal skills, including the ability to build and maintain effective working relationships with managers, colleagues, and direct reports.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Supervisory skills: ability to motivate, develop, direct, and train staff effectively.

- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

### **CRITICAL THINKING AND PROFESSIONALISM**

- Ability to plan, organize, and prioritize work in order to meet deadlines.
- Analytical and problem-solving skills as well as the ability to make decisions independently and exercise sound judgment.
- Ability to remain calm during emergency situations.
- Honesty, integrity, and ability to responsibly manage City resources.

### **CURRENT SALARY**

The current salary range (Pay Range 1AX) is \$48,670-\$63,426, and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$65,329. Appointment will be made in accordance with the provisions of the salary ordinance.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, 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 or performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after **Friday, August 6, 2021**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

***NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

### **ADDITIONAL INFORMATION**

- Applications and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.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](mailto: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.*