

# BUILDING SERVICES SUPERVISOR II

## Recruitment #1609-4291-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	LIBRARY
<b>Open Date</b>	11/15/2016 2:45:00 PM
<b>Filing Deadline</b>	12/7/2016 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## 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

Under the direction of the Building Maintenance Supervisor, the Building Services Supervisor II has primary responsibility for managing all buildings and grounds custodial functions and delivery services for the Central Library or the system's branch libraries, including supervision of staff assigned to those functions.

## ESSENTIAL FUNCTIONS

### **Oversight of Custodial Services:**

- Plans, schedules, directs, and supervises all phases of custodial services such as floor care, moving projects, recycling, grounds maintenance, special projects and events, general maintenance at Central Library, Centennial Hall, or all branch libraries.
- Coordinates, assigns staff, and monitors requests for special custodial service projects or events.
- Responds to and investigates fire and security alarms as needed.
- Assigns work, posts work schedules, and maintains work records. Conducts performance evaluations, issues warning notices and recommends disciplinary actions as needed, and issues commendations as appropriate. Represents management as part of the grievance process. Maintains payroll and attendance records and monitors staff absences for abuse.
- Interviews applicants and makes hiring recommendations.
- Instructs, orients, and trains custodians in procedures, including effective cleaning techniques, proper use of custodial supplies and chemicals, equipment operations, and safety rules and techniques. Ensures that assigned staff complies with departmental bloodborne pathogens protocol. Plans and conducts regular in-service training for custodians.
- Plans, schedules and directs delivery service staff, inspects all library vehicles, and schedules maintenance and repairs.

## ***Building Services Supervisor II (Milwaukee Public Library)***

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- Assumes responsibilities of the other Building Services Supervisor or Building Maintenance Supervisor in that person's absence.

### **Procurement and Budgeting:**

- Obtains bids and administers various contracts for specialized services including pest control, window cleaning, landscaping, snowplowing, recycling, hazardous waste disposal, dust mop and mat rental, and furniture reupholstery.
- Requisitions and maintains inventories of custodial supplies.
- Arranges for repair and maintenance of custodial equipment.
- Researches new products, equipment, and cleaning techniques to improve efficiency and effectiveness.
- Provides cost/benefit analyses and prepares annual budget requests.

*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 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.
- Must be willing and able to occasionally work in confined spaces and withstand exposure to inclement weather and dust or fumes.

### **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary for a civil service position.
2. Associate degree in facilities management or a closely related field and two years of experience in building maintenance or custodial operations, at least one year of which must have been in a supervisory capacity, ***OR***  
Four years of experience in building maintenance or custodial operations, at least one year of which must have been in a supervisory capacity.  
*Equivalent combinations of training and experience may be considered.*
3. Valid State of Wisconsin Driver's License at time of appointment and throughout employment. Must have a good driving record. **NOTE:** *Person assigned to neighborhood libraries must have an insured personal vehicle available for use during work hours and is eligible for mileage reimbursement.*

**IMPORTANT NOTE:** *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.*

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

- 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.
- Ability to communicate effectively and clearly in writing.
- Ability to communicate clearly and concisely orally.
- Skill in providing excellent customer service and active listening skills; appreciation for diversity.
- Supervisory skills: ability to motivate, develop, direct, and train staff effectively.
- Familiarity with standard computer applications such as word processing and email.
- 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.
- Ability to lift and move objects weighing up to 50 lbs. alone and up to 100 lbs. with assistance or by wheeled conveyance; ability to work with ladders and lifts at heights of up to 30 feet.

## **CURRENT SALARY**

**THE CURRENT STARTING SALARY (PAY RANGE 1AX)** for City of Milwaukee residents is **\$48,670** annually, and the non-resident starting salary is \$47,476. *Appointment above the minimum requires approval and will be based on qualifications and experience.*

## **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 **Wednesday, December 7, 2016**. 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 will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*