

FACILITIES CONTROL SPECIALIST

Recruitment #1609-0858DC-001

List Type	Transfer/Promotional
Requesting Department	LIBRARY
Open Date	11/19/2016
Filing Deadline	12/9/2016 11:59:00 PM
HR Analyst	Jeff Harvey

PURPOSE

Under the direction of the Building Maintenance Supervisor II, the incumbent of this position has responsibility for performing inspections, testing, repairing and maintaining the Milwaukee Public Library System's Building Automation systems for all library facilities. The Facilities Control Specialist will support a historical resource institution that serves millions of visitors annually and provides programs and services to Milwaukee's diverse residents, within a network of thirteen libraries spanning over 650,000 square feet.

ESSENTIAL FUNCTIONS

- Troubleshoots, repairs, maintains and reprograms all building-related systems such as Metasys Extended Architecture, boiler controls, stand-alone controllers, security, fire-life safety, emergency generator, card access, and lighting panels and other digital technologies.
- Provides precise management of computer programs to provide optimal comfort levels and energy efficiencies for the facilities' occupants.
- Installs and interfaces software and hardware related to Building Automation System.
- Provides other services relating to the commissioning and servicing of building controls and systems for HVAC and security, fire-life safety and supervises the commissioning of these systems by vendors and other city employees.
- Interprets engineering drawings, layouts, schematics, logic ladders and sequence of operations.
- Provides solutions to complex system problems by either troubleshooting the system or by advising others on how to resolve problems.
- Performs preventative maintenance programs on all equipment that is maintained by the Library Facilities and Fleet unit.
- Provides controls and Johnson Controls (JCI) Metasys Extended Architecture programming training to Heating and Ventilating Mechanics and other employees.
- Assists maintenance supervisor in allocating and coordinating maintenance activities with staff, consulting engineers, contractors and other city departments when working on major projects.
- Trains Librarians-in-charge on fire system.
- Assists with programming and monitoring of JCI Enterprise diagnostic software program.

CONDITIONS OF EMPLOYMENT

- Ability to work outdoors in all weather conditions as well as to work in environments that may involve exposure to fumes, odors, dust, mists, gases, or poor ventilation.
- Ability to negotiate stairs, work in and around cramped spaces, and stoop and bend.
- Must be able to lift and move objects weighing up to 50 pounds and move objects weighing more with assistance.
- Must be willing to occasionally work outside of standard business hours (evenings and weekends) as required by the needs of the department to address emergencies.

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.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Six years of experience maintaining and repairing HVAC systems for large business buildings or servicing controls, fire-life systems and programming facilities management systems.

NOTE: Equivalent combinations of education and experience may also be considered. For example an Associate's degree in electronic technology, computer programming or related field from an accredited college or university and four year of experience maintaining and repairing HVAC systems for large business buildings or servicing controls, fire-life systems and programming facilities management systems.

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. 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 (if applicable) and the date the degree was completed. Student copies are acceptable.

3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of heating, cooling, and ventilating equipment involving centrifugal and reciprocating compressor chillers.
- Knowledge of pneumatic, electrical and electronic controls.
- Knowledge of computerized building management systems.
- Knowledge of preventative building maintenance programs.
- Knowledge of installing, repairing, testing and programming fire-life safety systems.
- Knowledge and commitment to safe work procedures.

Facilities Control Specialist (Milwaukee Public Library)

- Knowledge of operation and care of hand, portable and power equipment and machine tools.
- Ability to read and interpret blueprints, plans, specifications and engineering drawings.
- Ability to work independently to complete necessary work assignments.
- Ability to act as a lead worker and provide direction to other staff to complete projects.
- Ability to train building maintenance employees on troubleshooting and programming building related systems.
- Ability to climb ladders and perform work at heights up to 30 feet.

CURRENT SALARY

The current starting salary is (PG 3SN) \$62,060 for City of Milwaukee residents. The non-resident starting salary is \$60,537 annually. Appointment up to \$72,898 for residents and \$71,109 for non-residents is possible 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 exams, 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 examination will be held as soon as practical after **December 9, 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. 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.