



**TRANSFER/PROMOTIONAL OPPORTUNITY  
for  
FACILITIES MANAGER**  
(Department of Public Works Operations)

The Facilities Manager is responsible for the Facilities Development and Management Section design activities and building management operations. This position plans, develops, reviews, and manages large capital programs of major scope and importance to the Department of Public Works and Recreation Facilities. This position is also responsible for the financial management of the Section's operating budget and administers all departmental policies.

**ESSENTIAL FUNCTIONS:**

- Leads, organizes and manages personnel engaged in Architectural/Engineering functions, Facilities Management Operations, and City Telephone System/Local data/Wide Area Networks, installations.
- Administers and directs the financial matters of the Section by preparing and outlining budgetary funding. Plans and organizes the preparation of the Department of Public Works facilities capital program and justifies planning strategies and programs.
- Directs and oversees the operations pertaining to facilities management and maintenance, including mechanical and electrical repairs, carpentry, painting, masonry, and custodial, telecommunications, and security functions.
- Supervises, reviews and approves the work of the architectural/mechanical design and construction activities.
- Administers departmental policies and procedures for workforce activities, contracting services, and purchases, and assures compliance with such activities.
- Prepares communications, reports to officials, departments, and agencies.
- Provides consulting and technical assistance to other agencies and departments and maintains liaison with individuals and agencies outside the department and organization.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**REQUIREMENTS:**

- A Bachelor's Degree in engineering, architecture or related field from an accredited college or university.
- Five years of engineering or architectural experience at a responsible level in facilities management or related field.
- Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
- Valid Wisconsin driver's license at time of appointment and throughout employment.

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

**DESIRABLE QUALIFICATIONS:**

- Registration as a Professional Engineer or Architect in the State of Wisconsin
- Additional formal education, training and specialized coursework related to facilities management and project management.

**OTHER QUALIFICATIONS**

- Knowledge of the design, administration, coordination, and/or construction of public works projects.
- Senior level management and strategic planning ability; organization and project management ability; ability to administer budgets.
- Knowledge of the development, administration, and supervision of public works contracts.
- Knowledge of facilities management.
- 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 communication skills including the ability to prepare reports and other documents.
- Ability to handle human resource issues and to evaluate performance.

**SALARY GRADE AT WHICH POSITION WILL BE FILLED:** (13) \$3,018.02 to \$4,225.53 biweekly. *A classification study of the position will be conducted to determine the level.*