



TRANSFER/PROMOTIONAL OPPORTUNITY
LIBRARY FACILITIES MANAGER
(Milwaukee Public Library)

PURPOSE: Under the direction of the Business Operations Manager, the Library Facilities Manager administers and controls all activities pertaining to the custodial, maintenance, repair, and operation of all thirteen buildings, their grounds, and related equipment under the jurisdiction of the Milwaukee Public Library.

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. The incumbent takes advantage of opportunities to build both public understanding and support for libraries within the community. Employees are expected to be adaptable in a highly dynamic work environment.

ESSENTIAL FUNCTIONS:

- ◆ Oversees the overall operation and maintenance of thirteen library buildings comprising over 660,000 square feet and all related equipment, including life safety and building management systems, as well as surrounding grounds, parking lots and sidewalks.
- ◆ Directs and supervises building supervisors, carpenter, electrician, controls specialist, mechanics and custodians.
- ◆ Plans, assigns, prioritizes and schedules routine, emergency and preventive maintenance activities for all library buildings.
- ◆ Monitors renovation, construction and maintenance projects. Works with engineers, architects and contractors to ensure quality of work, cost control and to protect the interests of the Library.
- ◆ Works with Business Operations Manager to develop specifications for contracted services.
- ◆ Plans, directs, controls and introduces improvements in facility management, building operations, energy efficiency, and equipment.
- ◆ Develops and maintains a preventive maintenance and work order system.
- ◆ Monitors personnel issues in the unit including hiring, evaluation, training, discipline and grievances.
- ◆ Maintains best practices (procedures and products) for health and safety of staff and customers.
- ◆ Keeps current on major trends and best practices in safe building products and construction and contract management.
- ◆ Researches, conducts analyses and prepares reports for the Business Operations Manager; prepares budget requests
- ◆ Works with Business Operations Manager to maintain annual service agreements.
- ◆ Monitors use of City's Minority/Woman/Small Business Enterprise (M/W/SBE) firms.
- ◆ Acts as liaison with other City departments such as Public Works, Fire and Police in carrying out department activities.
- ◆ Performs other related duties as assigned.

CONDITIONS OF EMPLOYMENT: Candidates must be willing to work flexible work hours; some evening and weekend hours and may be required to work in excess of 40 hours per week. On call 24 hours a day for emergencies.

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. Current status and at least 3 months of experience as a regularly appointed City of Milwaukee employee.
2. Bachelor's Degree in Facility Management, Mechanical Engineering, or Architecture or a related field from an accredited college or university with emphasis on mechanical disciplines and building operations.

3. Three years experience in management or supervision in building trades, construction, or facilities maintenance in a comparable facility.
NOTE: Equivalent combinations of experience and education may be considered.
4. Experience in the field of building operations, especially related to HVAC of multiple and single floor building complexes including LIFE-safety systems.
5. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES & OTHER REQUIREMENTS:

- ◆ Strong communication skills.
- ◆ Customer service skills.
- ◆ Problem solving skills.
- ◆ Ability to conduct research and prepare reports.
- ◆ Ability to exercise sound judgment.
- ◆ Organizational and record-keeping skills, as well as the ability to plan, coordinate, and accomplish work in a fast-paced environment.
- ◆ Interpersonal skills, ability to work effectively with multi-cultural, multi-disciplinary staff, City officials, and representatives of other departments and agencies.
- ◆ Ability to handle stress and maintain professionalism when dealing with the sensitive issues of employees on a daily basis.
- ◆ Computer skills, including the ability to use word processing, database, and spreadsheet programs.
- ◆ Knowledge of staff development methods, occupational safety and health, accident prevention and a commitment to safe work environment.
- ◆ Ability to read and interpret blue prints, plans and specifications, and perform technical investigations.
- ◆ Knowledge of building construction and machinery, preventive maintenance, HVAC systems, building management systems, electricity and mechanics as applied to building construction and maintenance.
- ◆ Ability to lift, transport and/or move objects weighing up to 50 pounds.
- ◆ Understanding of sustainable design principles.

THE CURRENT SALARY RANGE (1EX) is: \$57,028.14 - \$79,836.38, annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department 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.

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

Applications and a detailed resume should be returned to Consuelo Hernandez, Milwaukee Public Library, Library Personnel Officer, 814 West Wisconsin Avenue, 3rd Floor, Milwaukee, WI 53233 by May 18, 2012. Receipt of applications may be discontinued any time after this date.