

BUILDING MAINTENANCE MECHANIC II

Recruitment #1903-0888PD-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/5/2019 08:00:00 AM
Filing Deadline	4/26/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the general direction of the Facilities Manager, Assistant Facilities Manager, or Building Maintenance Supervisor, the Building Maintenance Mechanic II operates equipment and performs repairs and preventative maintenance associated with the overall operation of the police administration building and outlying Milwaukee Police Department (MPD) district facilities.

ESSENTIAL FUNCTIONS

- Operate, repair, and maintain building-related equipment, including HVAC (heating, ventilation, and air conditioning) systems, plumbing systems, and elevators.
- Maintain flush systems on sanitary fixtures, unclog plugged drains, and replace gaskets. Install and repair locks on doors and furniture.
- Install and repair metal partitions, shelving, and storage fixtures. Repair walls, ceilings, and floors by removing, repairing, or replacing damaged components.
- Perform minor painting, refinishing, carpentry, and electrical repair projects.
- Perform preventative maintenance on building equipment.
- Keep accurate records of equipment maintenance.
- Perform grounds maintenance, including doing landscaping, concrete and masonry repairs, caulking, sealing, and roof patching.
- Conduct snow removal operations by shoveling, snow blowing, or plowing.
- Direct the work of custodial workers and garage attendants, including assigning work, providing guidance, and inspecting completed work.

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

The Building Maintenance Mechanic II must be willing and able to do the following:

- Work weekends, holidays, varying shifts, odd hours, and during emergencies.
- Lift and carry 50 pounds unassisted and exert up to 100 pounds of force occasionally, climb vertical ladders, and work on scaffolding.
- Function while working in confined crawl spaces or at considerable heights.
- Work in a range of adverse environmental conditions, both indoors and outdoors.

MINIMUM REQUIREMENTS

1. Two years of building maintenance, repair, and mechanical experience working in the capacity of building engineer (or comparable); experience must include maintaining and repairing HVAC equipment as well as mechanical, electrical, electronic, and other building components.
2. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of training and experience may also be considered.

IMPORTANT NOTE: To receive credit for technical education, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the school's name, the degree or certification completed, and the completion date.

DESIRABLE QUALIFICATIONS

- Experience working in a high rise, commercial Class A office building or in a facility of over 250,000 square feet.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of preventative building maintenance programs and building repair techniques.
- Knowledge of and commitment to safe work procedures.
- Knowledge of HVAC system repairs, including changing belts, pump seals, and valve diaphragms; calibrating thermostats; properly adjusting louvers; replacing filters; and cleaning cooling towers.
- Knowledge of the tools and equipment associated with performing maintenance and repairs of commercial building systems.
- Knowledge of building plumbing systems.
- Ability to perform minor electrical repairs, including disconnecting equipment and replacing light ballasts and switch covers.
- Ability to read and interpret blueprints, plans, sequences of operations, and technical specifications.
- Ability to read and understand written information such as instructions, policies and procedures, product labels, and manuals.

- Ability to learn and utilize various computer software programs designed for facilities management including Trane Tracer™, FacilityDude, and SiteMaster.
- Interpersonal skills to be able to interact courteously with sworn and non-sworn staff, vendors, and the public.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to work well independently.
- Ability to effectively provide direction to employees performing custodial and garage attendant duties.
- Organizational skills to be able to plan and complete work, manage assignments, and meet deadlines.
- Ability to maintain accurate records of work completed.

CURRENT SALARY

The current starting salary (Pay Range 7CN) for City of Milwaukee residents is \$40,639 annually, and the non-resident starting salary is \$39,642.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit
<https://city.milwaukee.gov/Benefits2019#.XBrlQE2ot6A>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relation and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Candidates must undergo and pass a background investigation prior to appointment.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, April 26, 2019**. 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: Candidates must pass a Milwaukee Police Department background investigation before hire.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobaps.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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 702

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.