

FACILITIES MANAGER

Recruitment #2104-5467-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	5/7/2021 08:00:00 AM
Filing Deadline	6/1/2021 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.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Position:

The Facilities Manager is responsible for the repair, remodeling, and maintenance of 14 occupied Milwaukee Police Department (MPD) buildings, encompassing nearly 900,000 square feet, as well as the department's Printing and Supplies Section. Direct reports include facilities, fleet, and printing and stores managers as well as several support staff. Indirect reports include approximately 70 civilians and 5 limited duty police officers engaged in building maintenance, custodial work, fleet operations, and inventory control.

The Division:

The Facilities Services Division (FSD) has an annual operating budget of 2.5 million dollars and a multimillion dollar capital equipment and improvement budget. The FSD is a 24/7/365 dispersed operation that impacts the health and safety of law enforcement personnel, civilian staff, prisoners, contractors, and visitors. The FSD has a contingency plan that can be activated in the event of a major catastrophe to ensure continuity of operations.

ESSENTIAL FUNCTIONS

FACILITIES RENOVATION AND CONSTRUCTION MANAGEMENT

- Supervise and oversee capital projects regarding architectural, environmental, and mechanical upgrades.
- Prepare Requests for Proposal (RFPs) to initiate projects involving other City departments and contractors, i.e., new construction, renovations to existing facilities, and equipment replacements.
- Establish service contracts and business agreements.
- Attend construction and planning meetings.
- Implement directives from MPD command staff and keep them apprised regarding initiated projects.

BUDGET MANAGEMENT

- Prepare and manage the annual operating and capital budgets needed to sustain the FSD.
- Prepare written correspondence to the Commissioner of Public Works expressing the needs of the Chief of Police regarding the administration of capital budgets.

FACILITIES MAINTENANCE AND OPERATION

- Oversee the ongoing maintenance, operation, and security of all MPD buildings and equipment.
- Direct and review schedules to ensure efficient 24 hour daily operations.

PRINTING AND STORES SECTION OVERSIGHT

- Oversee the Printing and Stores Section, which includes printing and the procurement and distribution of all operating supplies used by MPD.

PERSONNEL MANAGEMENT

- Ensure that personnel issues are handled in accordance with MPD policy. For direct reports, responsibilities include assigning and directing work; assessing performance; providing training, coaching, and counseling; recommending corrective action; and making hiring decisions.
- Oversee divisional safety and training.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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 Facilities Manager is considered essential staff during the current public health emergency. *****

The Facilities Manager must be willing and able to do the following:

- Accept calls and off-hour assignments related to management of the 24/7/365 operation.
- Perform work that includes kneeling, reaching, and pushing.
- Wear a respirator and personal protective equipment (PPE) to protect against oil and dust.

MINIMUM REQUIREMENTS

1. **Bachelor's degree in engineering; architecture; facilities, operations, or construction management; or a closely related field from an accredited college or university.**
2. **Four years of supervisory experience in facility operations, with responsibility for overseeing building systems and renovation projects.**
3. **Valid driver's license at time of appointment and throughout employment.**

Equivalent combinations of education and experience may also be considered. For example, a related associate degree plus six years of experience as described above is considered equivalent.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Applications without college transcripts attached may be considered incomplete and may be rejected. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your college name, your name, the degree completed, and the date completed.*

DESIRABLE QUALIFICATIONS

- Certification in lead or asbestos abatement, refrigeration, and/or refrigerant recovery.
- Registration in the State of Wisconsin as a Professional Engineer (P.E.).

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL:

- Knowledge of the concepts, tools, equipment, and methods involved in commercial building construction, repair, and preventive maintenance.
- Knowledge of electrical, plumbing, steam, and mechanical equipment.
- Knowledge of building security systems.
- Knowledge of accident prevention and safe work practices.
- Knowledge of facilities management processes, including general knowledge of fleet and custodial operations.
- Knowledge of mathematics, geometry, and statistics used in facilities management.
- Knowledge of purchasing processes and budget management.
- Ability to prepare, interpret, and work from blueprints, plans, and technical specifications.
- Ability to use computers, including building management systems, as well as word processing, spreadsheet, and productivity programs.
- Ability to read and understand job-related documents, policies, and procedures.
- Written communication skills to prepare clear correspondence, policies, and reports.
- Presentation skills to effectively lead construction planning and other meetings.

INTERPERSONAL AND LEADERSHIP:

- Interpersonal skills to be able to thrive in a quasi-military environment working with sworn and non-sworn staff, other City officials and staff, contractors, and the public.
- General knowledge of public sector human resources, including Civil Service precepts, job classification and compensation, recruitment and selection, diversity and inclusion, and organizational development.
- Supervisory skills, including the ability to assign and direct work, assess performance, provide training and coaching, recommend corrective action, and make hiring decisions.
- Ability to oversee the effective management of vendors, contractors, and consultants.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

CRITICAL THINKING AND PROFESSIONALISM:

- Planning, analytical, and decision-making skills to be able to establish priorities and ensure effective utilization of personnel and resources.
- Organizational skills to be able to effectively manage and complete complex projects.
- Ability to think independently and work with minimal supervision.
- Ability to work well under pressure and handle emergency situations in a calm manner.
- Ability to maintain confidentiality, to serve with professionalism, honesty, and integrity, and to exercise responsible stewardship of City resources.

CURRENT SALARY

The current salary range (1HX) is \$70,827-\$99,154 annually, and the resident incentive salary range for City of Milwaukee residents is \$72,952-\$102,129 annually. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

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 <http://city.milwaukee.gov/Benefits>.

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 Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Tuesday, June 1, 2021**. 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: To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.

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

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