

FACILITIES MAINTENANCE MECHANIC

Recruitment #2203-0911PD-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	04/08/2022 08:00:00 AM
Filing Deadline	04/29/2022 11:59:00 PM
HR Analyst	Aisha Hendree

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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 Facilities Maintenance Mechanic operates equipment and performs repairs and preventive maintenance activities associated with the overall operation of the Police Administration Building (PAB) and outlying district locations.

ESSENTIAL FUNCTIONS

Facility Maintenance (Indoor):

- Operate all building related equipment, including heating and cooling plants, elevators, pumps, fans and dampers.
- Assist the HVAC Maintenance Technician and perform repairs to heating, ventilation, and air conditioning (HVAC) systems and equipment by changing belts, pump seals, and valve diaphragms; decommissioning equipment; calibrating thermostats and devices; ensure proper adjustment and function of equipment; replacing filters; and completing seasonal maintenance on equipment.
- Maintain plumbing systems, including all flush systems on sanitary fixtures; unclog plugged drains; and replace gaskets.
- Perform minor electrical repairs on line voltage and low voltage equipment.
- Repair and install metal partitions, shelving, and other items.
- Repair walls, ceilings, and floors by removing, repairing, or replacing damaged components.
- Repair and install locks on doors and furniture.

- Perform minor refinishing and painting work.
- Perform preventive maintenance on building equipment, small engines, and custodial equipment.
- Perform other duties as assigned

Facility Maintenance (Outdoor):

- Perform grounds maintenance, including landscaping, concrete and masonry repairs, caulking, sealing, and roof patching.
- Perform snow removal by shoveling, snow blowing, and/or plowing.

Administrative/Lead Worker:

- Maintain logs on all activities.
- Serve as back-up to the Building Maintenance Supervisor, including assigning duties and supervising custodial workers and garage attendants.

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

- Be available to work beyond standard hours on occasion to meet departmental needs.
- Perform heavy physical activity, including walking, climbing, crawling, kneeling, reaching, pushing, and pulling.
- Exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Climb ladders and work on scaffolding at considerable heights.
- Possess good manual dexterity.
- Work indoors and outdoors in all types of weather conditions for extended periods of time.
- Work in confined crawl spaces.
- Wear and use personal protective equipment (PPE) standard to facility maintenance work.
- Use standard industry hand tools to perform the job in a safe and efficient manner.

MINIMUM REQUIREMENTS

1. Two years of building maintenance, repair, and mechanical experience working in the capacity of building engineer; experience must include maintaining and repairing HVAC equipment as well as mechanical, electrical, electronic, and other building components.

OR

An Associate Degree in HVAC, mechanical engineering, electrical engineering, facilities management or a closely related field from an accredited college.

Equivalent combinations of training and experience may also be considered.

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

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 or sent via email to staffinginfo@milwaukee.gov. 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.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Ability to operate and program computers and work with various software and graphics utilized for facilities management throughout the Milwaukee Police Department (MPD).
- Ability to work with computerized building management systems such as the Trane Ensemble automation system.
- Knowledge of preventive maintenance programs and techniques.
- Ability to apply basic troubleshooting techniques in the field to resolve problems efficiently and independently.
- Knowledge of and commitment to safe work procedures.
- Ability to read and interpret documents, blueprints, plans, technical specifications, and sequence of operations.

Communication/Interpersonal

- Ability to work productively in both on-demand and preventive maintenance work environments.
- Verbal communication skills to effectively convey information to other staff and the management team.
- Written communication skills to be able to document information clearly and concisely.
- Ability to provide excellent service to internal customers.
- Ability to work well both independently and in a team environment.
- Ability to work cooperatively and effectively with coworkers and customers whose backgrounds may differ from one's own.

Administrative/Lead Worker

- Ability to organize and prioritize work assignments and meet varying deadlines regularly.
- Ability to remain calm under pressure.
- Ability to maintain accurate activity logs.
- Ability to assign duties, direct and inspect work, and provide correction as assigned.
- Honesty, integrity, and responsible stewardship of departmental resources.

CURRENT SALARY

The current salary range (Pay Range 7HN) is \$43,671-\$56,454 annually, and the resident incentive salary range for City of Milwaukee residents is \$44,981-\$58,147 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 <https://city.milwaukee.gov/der/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 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 29, 2022**. 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.