BUILDING MAINTENANCE SUPERVISOR-MPD

Recruitment # 2503-4426-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	Friday 4/4/25
Filing Deadline	Friday 4/25/25
HR Analyst	Jamie Heberer and Rebecca Bird

INTRODUCTION

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

The Milwaukee Police Department (MPD) works closely with our community to help build sustainable healthy neighborhoods, free of crime and maintained by positive relationships. For more information about the MPD, please visit https://city.milwaukee.gov/police.

PURPOSE

The Building Maintenance Supervisor oversees the HVAC (Heating, Ventilation, and Air Conditioning) Technicians and custodial personnel during the first, second, and third shifts at multiple MPD facilities.

ESSENTIAL FUNCTIONS

Supervisory

- Plan, assign, and prioritize work schedules for routine, emergency, and preventive maintenance and repairs for the upkeep and operation of 13 police buildings, grounds, and equipment.
- Schedule, supervise, and instruct garage personnel, consisting of police officers and garage attendants.
- Oversee building maintenance, HVAC, custodial, and clerical staff.
- Inspect completed assignments and ensure the quality of work performed.
- Periodically inspect the physical condition and operating efficiency of mechanical equipment, systems and building infrastructure/grounds.

Contractor Coordination

- Coordinate outside contractor services, including electrical, carpentry, painting, and masonry.
- Obtain estimates from contractors for emergency and routine maintenance and monitor contracted projects from inception through completion.

Administrative

- Maintain inventory of all supplies and equipment used by Facilities Services, and all equipment being repaired or modified for use in any police facility.
- Operate the Building Energy Management System.
- Maintain personnel and time records.
- Assist in preparing budget or repair cost estimates.
- Prepare reports and budget requests and maintain records.

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

- Must be willing and able to work weekends, holidays, varying shifts, odd hours, and during emergencies to meet the maintenance needs of the MPD.
- Must be physically able to lift and carry 50 pounds unassisted and exert up to 100 pounds of force occasionally, climb vertical ladders, work on scaffolding, function while working in confined crawl spaces, and work in a range of adverse environmental conditions indoors and outdoors.
- The pre-employment medical requirements include:
    - Drug Test
    - Physical Exam with 50lb lift test
    - Audiogram
    - Vision Test
    - Hep B Vaccine
- **NOTE: Candidates must pass an MPD background investigation before hire. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.**

MINIMUM REQUIREMENTS

1. Associate degree in HVAC, building maintenance, facilities management, technology management, mechanical engineering or a related field.
2. Five years of experience in facility maintenance and repair, including heating, ventilation, and air conditioning equipment, electrical and plumbing systems, automated building controls and custodial operations. **Experience must include one year of lead worker or supervisory experience in the repair and maintenance of facilities.**
3. Valid driver's license at the time of appointment and throughout employment.
4. A good driving record at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered. ***However, one year of lead work experience is required****.*

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process before extending any job offers.

DESIRABLE QUALIFICATIONS

- EPA 608 Universal (Type I, II, III) Refrigeration Certification.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of building construction methods and equipment, preventive maintenance programs, and building repair techniques.
- Knowledge of HVAC and building management systems and a commitment to improving them.
- Knowledge of electricity and mechanics as applied to building maintenance.
- Knowledge of sustainable design principles.
- Knowledge of the tools, equipment, and methods associated with trades, including heating, ventilation, and air conditioning; electrical lighting and motors; plumbing systems; soundproofing, painting, carpentry, roofing, masonry, hazardous material removal, fire control systems and access, and intrusion and surveillance systems.
- Mechanical knowledge and analytical skills to identify and troubleshoot problems efficiently.
- Ability to read and understand instructions, policies and procedures, product labels, publications, and manuals.

- Ability to read and interpret blueprints, plans, sequences of operations, and technical specifications.
- Knowledge of mathematical principles essential to operating building systems, such as whole numbers, fractions, percentages, measurements, ratios, graphs, and geometry.
- Ability to learn and use facilities management computer programs.
- Proficiency in using computers, including standard software applications such as Microsoft Office and email.
- Ability to learn and operate various facilities management and building automation programs used within MPD to create work orders and adjust set points.
- Knowledge of and a commitment to safe work procedures; ability to comply with all applicable health and safety regulations, policies, and established work practices such as Lockout/Tagout (LOTO) and usage of fall arrest harnesses.
- Administrative skills to effectively oversee the operation and maintenance of extensive commercial facilities.
- General knowledge of budgeting processes and repair and maintenance costs.

Communication/Interpersonal

- Verbal communication skills to communicate technical information clearly and concisely to individuals with varying levels of understanding.
- Written communication skills to draft clear and accurate correspondence, policies, procedures, and reports.
- Customer service skills to professionally assist internal and external customers.
- Ability to maintain effective, positive relationships with colleagues and members of the public.
- Ability to work cooperatively, effectively, and fairly with coworkers and others whose backgrounds may differ from one's own.

Supervisory

- Knowledge of supervisory principles and best practices for selecting, supervising, and motivating employees.
- Ability to assist in developing, integrating, and monitoring program goals, objectives, priorities, and outcomes.
- Ability to assign duties, set clear performance standards, provide coaching and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to maintain confidentiality regarding personnel matters.
- 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.

Judgment and Professionalism

- Ability to function productively and independently with minimal direct supervision.
- Organizational and project management skills to plan, prioritize, and complete multiple concurrent assignments in a timely manner.
- Decision-making and problem-solving skills to handle complex issues as they arise.
- Ability to perform job responsibilities with accuracy and attention to detail.
- Flexibility and professionalism to be able to respond to emergencies calmly.
- Ability to consistently demonstrate professional conduct.
- Honesty, integrity, and responsible stewardship of City of Milwaukee resources.

CURRENT SALARY

The current salary (PR 1IX) is **$99,243-$112,137** annually, and the resident incentive salary for City of Milwaukee residents is **$102,220-$115,501** annually. *Appointment above the minimum is possible based upon experience level and other qualifications and is subject to approval.*

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

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services

- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits the City of Milwaukee offers, 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: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the abovementioned deadline. 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 selection process components' date, time, and place. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobapscloud.com/MIL.
- If you need help completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 103

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