

MAINTENANCE TECHNICIAN II - Milwaukee Police Department

Recruitment #1902-0811PD-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

Build upon your three+ years of experience in the maintenance and repair of HVAC/refrigeration equipment and related automated building systems in this rewarding position! Serve a key role in ensuring that MPD's facilities are in top working condition, and enjoy the variety that comes with this interesting position!

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE

Under the direction of the Building Maintenance Supervisor II, the Maintenance Technician II repairs, replaces, adjusts, maintains, and cleans equipment related to facilities for the Milwaukee Police Department (MPD), including HVAC and refrigeration systems, digital controls, fire-life safety, and security systems for high-rise Class A commercial buildings and other facilities.

ESSENTIAL FUNCTIONS

- Operate, clean, maintain, repair, and replace HVAC and refrigeration equipment, including air handling units, cooling towers, chillers, boilers, and roof-top units. Operate, maintain, and install related electric motors, starters, wiring fuses, protective devices and controls. Monitor and operate building automation systems to control complex heating and cooling systems at efficient levels.
- Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, and electronics controls. Repair and maintain lighting elements and elevators.
- Maintain, repair, and replace components in plumbing systems, such as pumps, valves, piping, drinking fountains, toilets, wash basins, filtration equipment, and controls for steam and hot water systems.
- Use a laptop and other telecommunication devices to test and maintain equipment.
- Assist with the continued development of preventative maintenance programs.
- Work productively in both on-demand and preventative maintenance work environments.
- Operate and maintain fire alarm and suppression systems.
- Braze, weld, and solder components as required to keep all facility systems working well.
- Attend training sessions, workshops, and labs to stay current with job duties.
- Respond immediately to building maintenance emergencies.
- Perform snow removal activities such as shoveling, using a snow blower, and operating a snow plow.

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

- Employees must be willing to work weekends, holidays, various shifts, and hours beyond the work schedule as departmental needs dictate and are subject to emergency call-ins.
- Manual dexterity to perform the essential functions of this position.
- Ability to lift and carry up to 50 lbs. of material or equipment and up to 100 lbs. with assistance.
- Ability to climb and work from ladders and scaffolding at considerable heights.
- Ability to work in confined crawl spaces.
- Ability to tolerate fumes, odors, and gases produced by various equipment and/or chemicals.
- Ability to deal with a wide variety of environmental conditions in the workplace (indoor and outdoor).
- Serve as back-up for the Building Maintenance Supervisor in his or her absence, assigning duties, directing work in progress, and inspecting the work of first-line maintenance and custodial workers.

MINIMUM REQUIREMENTS

1. Three years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical, and electronic automated building systems that includes:
 - A. One year of experience working in a high-rise, commercial Class A office building, **OR**
 - B. One year of experience in a facility of over 100,000 square feet.
2. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

*For example, an Associate Degree in HVAC from an accredited college **AND** one year of experience as described under #1, above, is considered equivalent; the experience must have been either in a high-rise, commercial Class A office building **OR** in a facility of over 100,000 square feet.*

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the college name, your name, the degree completed, and the degree completion date.

DESIRABLE QUALIFICATIONS

- Building automation control system experience.
- Valid Milwaukee Board of Examining Engineers Boiler Operator's License (high or low pressure).
- Associate Degree in an HVAC-related field from an accredited college.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of building and mechanical preventative maintenance programs.
- Knowledge of the operation of heating, cooling, and ventilating equipment.
- Knowledge of centrifugal and reciprocating compressors, chillers, and pneumatic, electrical and electronic controls.
- Knowledge of building automation systems and related controls.
- Knowledge of safe work procedures and ability to perform work safely.
- Ability to perform job-related calculations accurately.
- Ability to read and understand job-related documents.
- Ability to read and interpret blueprints, plans, technical specifications, and sequence of operations.
- Ability to use a computer to create spreadsheets, documents, and email messages.
- Ability to operate, program, and work with computer software used for facilities management.
- Ability to mechanically operate and understand various HVAC equipment, pneumatic and electric/electrical controls, and compressors.
- Ability to apply basic troubleshooting techniques in the field and resolve problems efficiently and independently.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to prioritize and accomplish work to meet deadlines.
- Ability to serve as a steward of City resources.

CURRENT SALARY

The current starting salary (PG 3GN) is \$42,535 annually for City of Milwaukee residents. The non-resident starting salary is \$41,491 annually.

NOTE: If you have an Associate Degree at the time of appointment in electronics, mechanical systems, computer technology, air conditioning and refrigeration, or a related HVAC/R and mechanical maintenance field, the current starting salary is \$44,673 for City of Milwaukee residents. The non-resident starting salary with a related Associate Degree is \$43,577 annually.

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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 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. 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 **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 may take an examination for this position only once every six months.*

NOTE: *Candidates must pass a Milwaukee Police Department background investigation before hire.*

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- 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 at 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.