

# BUILDING MAINTENANCE SUPERVISOR II

Recruitment #2105-4426-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	6/4/2021 08:00:00 AM
<b>Filing Deadline</b>	6/30/2021 11:59:00 PM
<b>HR Analyst</b>	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

**Under the general direction of the Police Facilities Manager, the Building Maintenance Supervisor II has primary responsibility for the supervision of mechanics and custodial personnel on the first, second, and third shifts in the maintenance and operation of the Police Administration Building, plus nine other police facilities used on a 24-hour basis.**

## ESSENTIAL FUNCTIONS

### Supervisory Responsibilities

- 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 and HVAC staff, custodial workers, and clerical staff.
- Inspect completed assignments, and ensure the quality of work being performed.
- Periodically inspect the physical condition and operating efficiency of mechanical equipment.

### Contractor Coordination Duties

- 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 throughout completion.

## Administrative Functions

- Maintain inventory of all supplies and equipment used by Facilities Services, as well as 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

**\*\*\* The Building Maintenance Supervisor II is considered essential staff during the current public health emergency. \*\*\***

- 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, both indoors and outdoors.

## MINIMUM REQUIREMENTS

**1.** Five years of experience in facility maintenance and repair, including maintenance of heating, ventilation, and air conditioning equipment, electrical and plumbing systems, and automated building controls, as well as custodial operations. Experience must include the following:

**1A.** One year of experience as a lead worker, shop foreperson, or supervisor.

**1B.** Three years of experience working in a high-rise, commercial Class A office building, **OR** three years of experience in a facility or complex over 200,000 square feet.

***Equivalent combinations of education and experience may also be considered. For example, an associate degree in HVAC technology (or related) PLUS three years of experience as described under #1 is considered equivalent; however, there is no substitute for the experience described under #1A and #1B above.***

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

***IMPORTANT NOTE: To receive credit for post-high school education, 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](mailto:staffinginfo@milwaukee.gov). Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.***

## DESIRABLE QUALIFICATIONS

- EPA 608 Universal (Type I, II, III) Refrigeration Certification.
- Advanced training and/or post-secondary education (bachelor's degree, associate degree, or technical diploma) in facility management, technology management, mechanical engineering, or a related field.

## 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 be able 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 mathematics principles essential to operating building systems, such as whole numbers, fractions, percentages, measurements, ratios, graphs, and geometry.
- Written communication skills to be able to write correspondence, policies, procedures, and reports.
- Verbal communication skills to be able to present technical information clearly.
- Ability to learn and use facilities management computer programs as well as s.
- Proficiency 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 perform functions such as creating work orders and adjusting 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.

### Supervisory and Interpersonal

- Knowledge of supervisory principles and staff development methods; ability to plan, direct and supervise the work of others effectively.
- Ability to coordinate and monitor the work of contractors and other City staff.

- 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.
- Interpersonal and customer service skills to effectively interact with sworn and non-sworn staff, City managers and staff, vendors, and contractors.
- Ability to work cooperatively, effectively, and fairly with coworkers and others whose backgrounds may differ from one's own.

## Operational

- Administrative skills to effectively oversee the operation and maintenance of large commercial facilities.
- Ability to function productively and independently with minimal direct supervision.
- Organizational and project management skills to be able to plan, prioritize, and complete multiple concurrent assignments in a timely manner.
- General knowledge of budgeting processes and repair and maintenance costs.
- Flexibility and professionalism to be able to respond to emergency situations in a calm manner.
- Honesty, integrity, and the ability to maintain confidentiality.

## CURRENT SALARY

**The current salary range (PR 1BX) is \$48,670-\$67,616 annually, and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$69,644 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: an evaluation of related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after **Wednesday, June 30, 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

***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.jobapscloud.com/MIL](http://www.jobapscloud.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](mailto: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 = 103*

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