

BUILDING MAINTENANCE SUPERVISOR II

(Milwaukee Public Library)

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

THE PURPOSE

Under the direction of the Building Maintenance Manager, the Building Maintenance Supervisor II has primary responsibility for the supervision of custodial and maintenance personnel and for the mechanical operations in the Milwaukee Public Library system which includes a Central Library and 12 neighborhood libraries.

ESSENTIAL FUNCTIONS

- ❖ Plans, assigns, prioritizes and lays out work schedules for routine, emergency and preventive maintenance and repairs for all buildings, grounds and equipment.
- ❖ Obtains estimates for emergency and routine maintenance by contractors; monitors contracted projects; and coordinates outside contractor services including electrical, carpentry, painting and masonry.
- ❖ Coordinates, plans, and provides supervision for the Facilities Control Specialist, Heating and Ventilating Mechanics and assigned custodial workers on second shift and the dock. Assists in the supervision of the Library's carpenter and electrician as required.
- ❖ Periodically inspects the physical condition and operating efficiency of mechanical equipment; operates Building Energy Management System and maintains a preventative maintenance program for all equipment that is maintained by the Maintenance Department.
- ❖ Prepares reports and budget requests and maintains records. Assumes the responsibility of the Building Maintenance Manager in that person's absence.
- ❖ Performs other job-related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS

1. Technical training related to the installation and repair of HVAC equipment. An Associate Degree in the field of HVAC is desirable.
2. A minimum of five (5) years of fulltime experience in the field of building and grounds maintenance, operations, mechanical work and in the installation and repair of HVAC equipment.
NOTE: Equivalent combinations of training and experience may be considered.
3. Two years supervisory experience related to the above essential functions is desirable.
4. Valid Wisconsin Driver's license at time of appointment and throughout employment. The availability of a properly insured personal automobile for use on the job is also required at time of appointment.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES & OTHER REQUIREMENTS

- ❖ Strong customer service orientation.
- ❖ Working knowledge of building and grounds maintenance and of all building trades including heating, air conditioning, electrical lighting and motors, plumbing, sound proofing, painting, carpentry, roofing, masonry, asbestos removal and fire/security.
- ❖ Ability to work independently, identify and solve problems, set priorities, develop long range plans.
- ❖ Ability to plan, direct, and supervise the work of others effectively.
- ❖ Effectively communicate ideas and information in written and oral form.
- ❖ Ability to read and interpret blue prints, plans and specifications.
- ❖ Working knowledge of computers.
- ❖ Working knowledge of Building Energy Management Computer systems.
- ❖ Knowledge of and commitment to safe work procedures.
- ❖ Commitment to equal employment opportunity and to the principles of affirmative action.
- ❖ Flexible work hours; some evening and weekend hours and may be required to work in excess of 40 hours per week. On call 24 hours a day for emergencies.

CURRENT SALARY RANGE (005) IS: \$47,109 - \$65,956 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience questionnaire, written or oral examinations or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. The oral examination may include a written exercise. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **December 12, 2008**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.