

BUILDING MAINTENANCE MANAGER (Milwaukee Public Library)

THE PURPOSE

Under the direction of the Business Operations Manager, the Building Maintenance Manager administers and controls all activities pertaining to the maintenance, repair, and operation of all thirteen buildings, their grounds, and related equipment under the jurisdiction of the Milwaukee Public Library's Board of Trustees.

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.

ESSENTIAL FUNCTIONS

- ◆ Oversees the overall operation and maintenance of thirteen library buildings comprising over 660,000 square feet and all related equipment, including life safety and building management systems, as well as surrounding grounds, parking lots and sidewalks.
- ◆ Directs and supervises building supervisors, carpenter, electrician, controls specialist, mechanics and custodians.
- ◆ Plans, assigns, prioritizes and schedules routine, emergency and preventive maintenance activities for all library buildings.
- ◆ Monitors renovation, construction and maintenance projects. Works with engineers, architects and contractors to ensure quality of work, cost control and to protect the interests of the Library.
- ◆ Works with Business Operations Manager to develop specifications for contracted services.
- ◆ Plans, directs, controls and introduces improvements in facility management, building operations, energy efficiency, and equipment.
- ◆ Develops and maintains a preventive maintenance and work order system
- ◆ Keeps current on major trends and best practices in safe building products and construction and contract management.
- ◆ Researches, conducts analyses and prepares reports; prepares budget requests
- ◆ Works with Business Operations Manager to maintain annual service agreements.
- ◆ Monitors use of City's EBE firms.
- ◆ Acts as liaison with other City departments such as Public Works, Fire and Police in carrying out department activities.
- ◆ Performs other related duties as assigned.

The person in this position is on call 24 hours a day, seven days a week for emergencies.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in Facility Management, Mechanical Engineering, or Architecture or a related field from an accredited college or university with emphasis on mechanical disciplines and building operations, and three years experience in management or supervision in building trades, construction, or facilities maintenance in a comparable facility;
NOTE: Equivalent combinations of training and experience may be considered.
2. Experience in the field of building operations, especially related to HVAC of multiple and single floor building complexes including LIFE-safety systems.
3. 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.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES & OTHER REQUIREMENTS

- ◆ Strong customer service orientation.
- ◆ Strong organizational and communication skills. Ability to prepare written reports.
- ◆ Experience working with computers.
- ◆ Ability to work effectively with Library staff, City officials, contractors and the general public.
- ◆ Knowledge of staff development methods, occupational safety and health, accident prevention and a commitment to safe work environment.
- ◆ Ability to read and interpret blue prints, plans and specifications, and perform technical investigations.
- ◆ Knowledge of building construction and machinery, preventive maintenance, HVAC systems, building management systems, electricity and mechanics as applied to building construction and maintenance.
- ◆ Understanding of sustainable design principles
- ◆ 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.

THE CURRENT SALARY RANGE (07) IS: \$50,382 - \$70, 531.

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7/15/05