

## BUILDING OPERATIONS SUPERVISOR

**PURPOSE:** The Milwaukee Public Schools consists of approximately 159 school buildings and five administrative buildings. Building Operations has approximately 804 full and part-time employees. The Building Operations Supervisor directs and supervises the operations of schools and sites in an assigned area of the City, consisting of approximately one-third of the total MPS facilities and personnel. The Building Operations Supervisor supervises School Engineers I, II, III and IV; a Pesticide Crew, Boiler Attendants and Trainees; Building Service Helpers II (full-time) and Building Service Helpers I (part-time); and Groundskeepers.

### ESSENTIAL FUNCTIONS:

- ◆ Direct and supervise the operating and housekeeping activities of assigned schools and sites, including scheduling personnel, inspecting facilities, trouble-shooting problems and coordinating Building Operations activities with local school administrative personnel.
- ◆ Prepare and maintain inspection and incident reports and follow up on actions to be taken.
- ◆ Assist in developing the Building Operations budget.
- ◆ Meet with vendors to assess the capability of their products and coordinate tests of supplies and equipment.
- ◆ Coordinate the development of training classes for operating personnel.
- ◆ Interview prospective candidates for classified positions and recommend candidates for employment.
- ◆ Review and approve requisitions for materials and supplies and expedite procurement of supplies in critical situations.
- ◆ Participate in the grievance procedure by investigating and answering grievances in accordance with contract provisions. Coordinate and assist in disciplinary hearings.
- ◆ Act as Division Manager when requested and perform duties of Manager and other field supervisors as required from time to time.
- ◆ Meet with School Board committees, other departments, and civilian groups to answer questions, and provide information relative to building operations.
- ◆ Plan and coordinate snow removal program, direct salting program and coordinate the assignment of employees for snow removal.
- ◆ Perform other related duties as assigned.

### MINIMUM REQUIREMENTS:

1. Five (5) years of experience in managing or supervising building operations in a comparable facility.
2. A Bachelor's Degree in Facility Management, Mechanical Engineering, Architecture or a related field from an accredited college or university is desirable.
  - Note: Equivalent combinations of education and experience may be considered.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. National Swimming Pool Foundation Certification must be obtained within one year of employment.
5. State Pesticide Certification Category 7.1 must be obtained within one year of employment.
6. Strong background in housekeeping. IEHA Certification is desirable.
7. Must have sufficient background in power plant operations to be qualified to obtain an American Society of Power Engineering (ASOPE) Facility Operating Engineer Third Class License and a City of Milwaukee Stationary Engineer's Permit to Operate Lower Pressure Boiler within six months of employment.
8. Background in minor maintenance and repairs is desirable.
9. Residency in the City of Milwaukee within one year of appointment and throughout employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- ◆ Effective supervisory skills.
- ◆ Strong oral and written communications skills.
- ◆ Experience working with computers. Familiarity with Computer Energy Management Systems.
- ◆ Skill in interpersonal relations and the ability to establish and maintain effective working relationships when dealing with diverse groups of people.
- ◆ Ability to work independently and to plan, direct and supervise the work of others.
- ◆ Ability and willingness to be on call 24 hours per day for emergency situations and to work flexible shifts.

#05-070 – CKS (SM)

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