

# BUILDING OPERATIONS SUPERVISOR

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

**The Purpose** of this position is to direct and supervise, both directly and through subordinate supervisors, the operation of schools and sites in an assigned district area.

*The Milwaukee Public Schools consists of approximately 159 school buildings and five administrative buildings. Building Operations has approximately 625 full and part-time employees. The Building Operations Supervisor directs and supervises 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),*

## 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.

**Conditions of Employment Include:** Subject to 24-hour emergency call out and to work flexible shifts.

*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. Five years of experience in managing or supervising building operations in a comparable facility. Experience must include a strong background in housekeeping and power plant operations.  
Note: Equivalent combinations of education and experience may be considered.
2. Must obtain the following certifications within one year of employment:
  - a. National Swimming Pool Foundation Certification.
  - b. State Pesticide Certification Category 7.1.
3. Must obtain the following licenses within six months of employment:
  - a. American Society of Power Engineering (ASOPE) Facility Operating Engineer Third Class License
  - b. City of Milwaukee Stationary Engineer's Permit to Operate Low Pressure Boiler
4. Valid driver's license at time of appointment and throughout employment.
5. Availability of a properly insured personal vehicle at time of appointment and throughout employment.
6. Residency in the City of Milwaukee within one year of appointment and throughout employment.

## Desirable Qualifications:

- A Bachelor's Degree in Facility Management, Mechanical Engineering, Architecture or a related field.
- Experience in minor and preventive maintenance and repairs.
- International Executive Housekeeping Association (IEHA) Certification.

## ***Building Operations Supervisor (MPS)***

### **Knowledge, Skills, Abilities and Personal Characteristics:**

- Knowledge of power plant operations.
- Knowledge of principles of effective housekeeping techniques.
- Knowledge of building operations principles.
- Knowledge of basic building maintenance and repair.
- Knowledge and ability to work with computers. Familiarity with Computer Energy Management Systems or other building facility computer systems.
- Supervisory skills, including interviewing and recommending hires, scheduling and assigning work, directing staff and monitoring employee performance.
- Skill in interpersonal relations and the ability to establish and maintain effective working relationships when dealing with diverse groups of people.
- Analysis and problem-solving skills.
- Oral communication skills.
- Written communication skills, including the ability to prepare reports.
- Ability to work independently.
- Good judgment and the ability to make independent decisions.
- Ability to plan, establish priorities and complete work within deadlines.
- Ability to prepare and manage budgets.

**The Current Salary Range is:** \$59,211 to \$85,903 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: education and experience evaluation, 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 **January 21, 2011**. 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.

**APPLICATIONS** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.