



POSITION DESCRIPTION

JOB TITLE: Supervisor, Maintenance and Repair Job Class: 3582		
DATE	DEPARTMENT OR SCHOOL Facilities and Maintenance	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Reviews, plans, directs and coordinates the activities of multi-craft skilled trades maintenance and repair personnel of Milwaukee Public Schools to ensure the goals and objectives are accomplished within prescribed time frames and funding parameters.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supervises and administers the daily activities of the maintenance and repair services division to include: authorizing, planning, estimating, dispatching and inspecting the work of multi-craft skilled trades personnel and outside contractors.
2. Organizes workload to ensure deadlines are met and schedules work assignments in order of priority.
3. Inspects work in progress and ensures compliance with project plans as well as with appropriate building codes, city ordinances and other governing bodies.
4. Coordinates with internal customers, other facilities personnel and outside professionals in developing solutions to issues that impact various internal units and departments as well as external agencies.
5. Identifies and implements programs and/or procedural changes which support the direction of the organization, reduce costs and improve services.
6. Trains employees on new equipment, techniques, methods and procedures as necessary.
7. Maintains necessary records on employees, equipment and maintenance activities.
8. Administers expense budgets, monitors performance metrics and takes appropriate action to ensure budgetary and performance expectations are met.

9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Requires general supervision. Plans and arranges own work, utilizing supervisor for advice.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for all levels of supervision for various crew leaders of skilled trades personnel.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Attainment of journeyman status in one of the skilled trades (electrician, carpenter, etc). Coursework from a technical college or vocational school is desired.

Experience Requirements

Three to five years of experience supervising skilled-trades personnel performing maintenance and repair activities. Previous MPS experience is desired.

Knowledge, Skills, and Abilities

The ability to effectively plan, estimate, dispatch, supervise and inspect the work of skilled-trades people as well as outside contractors is required. Knowledge of maintenance and repair of mechanical and electrical components and systems, building structures, finish work and general site maintenance is required. A working knowledge of federal, state and local code requirements, OSHA and EPA regulations is required. Outstanding oral and written communication skills and the ability to provide customer-focus and a high level of service is required. Must be able to administer an operational budget and account for any variances. Computer knowledge to include an intermediary level of understanding of MS Office software, email, the internet and scheduling software is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Occasional exposure to heights or environments with hazardous materials.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Frequent movement between locations, standing, lifting, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.