



POSITION DESCRIPTION

JOB TITLE: Manager III, Maintenance & Repair Job Class: 3600	
DATE:	Office of Operations Facilities and Maintenance Services
Pay Schedule: Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	EEO Category:
POSITION SUMMARY: (Describe the basic function general nature performed by this position.) Plans, directs, coordinates and supervises the activities of the assigned shops and service contractors on work related to the maintenance and repair of Milwaukee Public Schools' (MPS) facilities.	

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*). 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. Oversees, evaluates and supervises the activities of the Maintenance and Repair Group, including the development and implementation of goals and objectives related to the Maintenance and Repair Group that support the overall goals of MPS and the Division of Facilities and Maintenance Services.
2. Establishes and maintains organizational policies, procedures, and work rules. Administers managerial functions that involve hiring new employees, promotional advancements, disciplinary actions, terminations and employee performance reviews along with managing confidential information.
3. Develops and oversees training of employees.
4. Prepares technical reports and provides statistical information. Works with architects and engineers on design projects and reviewing plans and specifications.
5. Assists in the development of the major maintenance portion of the Capital Budget, which includes evaluation of both short-term and long-term major maintenance projects including the development of scope, preliminary estimates, and overall prioritization of these projects.
6. Oversees all major maintenance related capital expenditures and adjust the budgets of projects related to the Maintenance and Repair Group within the Capital Budget. Develops and submits the overall operational budget, including staffing needs, for the Maintenance and Repair Group.
7. Oversees the annual operating expenses for the Maintenance and Repair Group and takes corrective action as needed to ensure that budget targets are met.
8. Provides leadership in managing change and works collectively with others in order to establish and communicate policies and procedures that accommodate necessary change and facilitate the completion of work in an efficient and cost effective manner.
9. Communicates with senior management, other mid-level managers, supervisors, employees, school staff, parents, outside organizations and news media regarding maintenance and repair related issues.
10. Actively supports the MPS Strategic Plan.
11. Completes other duties as assigned.

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

Receives direction from the Senior Director, Facilities & Maintenance. Works from broad policies and on general objectives and initiatives. Works independently, plans and arranges own work schedules.

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.

Assigns duties, outlines methods, directs the work, reviews completed work, signs and approves work, makes hiring recommendations, prepares performance appraisals, and recommend disciplinary action for the following personnel:

- 1 Project Manager
- 3 Maintenance & Repair Supervisors
- 2 Secretaries

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.)

Bachelor's degree in engineering, architecture or related degree from a school approved by the Accreditation Board for Engineering and Technology (ABET). Registration as a professional engineer in Wisconsin is required.

Experience Requirements

Requires a minimum of seven years of high-level facilities management, administrative and supervisory experience, including budget development, long-range planning and procedure development. Mechanical background desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Ability to interact and communicate effectively with top management, government officials, union leaders, schools and MPS staff. Requires tact, discretion, and clarity when communicating, involves confidential information. Demonstrated experience in writing technical engineering reports and/or detailed proposals. Able to analyze complex and difficult problems involving frequent changing conditions. Requires considerable judgement, initiative and ingenuity in areas where procedures are unclear. Must be able to juggle many priorities with differing deadlines. Must be able to work with diverse groups at all levels of the organization.

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

Office environment. Occasional school/site visits. May be exposed to dirty and dusty conditions on a limited basis. Subject to irregular working hours including after hour and weekend work. Valid State of Wisconsin Motor Vehicle Operators license and availability of a properly insured personal vehicle at time of appointment and during employment.

PHYSICAL DEMANDS: Requires lifting and moving items weighing up to 50 lbs.

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.