



POSITION DESCRIPTION

JOB TITLE: Project Manager of Maintenance and Repair Job Class: 3605		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
POSITION SUMMARY: Reviews, plans, directs and coordinates the activities of repair and maintenance projects to ensure that the goals and objectives are accomplished within prescribed time frames and funding parameters by performing the following duties personally or through assigned personnel.		

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. For facilities projects; implement overall plan as outlined by the Manager of Maintenance and Repair. Establishes work plan and staffing for each phase of project and arranges for assignment of project personnel. Confers with project personnel to outline work plan and to assign duties, responsibilities and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Projects include those constructed by MPS personnel as well as major contracts.
2. Confers with division personnel to provide technical advice to resolve facility issues and develops ways to improve business processes, e.g., budgeting, long range planning, insurance claims, reviewing new regulations and providing project information to schools/departments. Reviews project requests to ensure they are in line with business objectives, standards and codes.
3. Assist in the development of the Major Maintenance and Capital Budgets.
4. Coordinates project activities frequently with schools, contractors and governmental officials, including the School Board, Alderman, City Engineer, Commissioner of Public Works, etc.
5. Works with architects and engineers on design projects and reviewing plans and specifications.
6. Site visits periodically to observe project activities.
7. Actively supports the MPS Strategic Plan.
8. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)
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Requires only direction from the Director of Facilities and Maintenance and Repair. Works from broad policies and on general objectives and initiatives. Works independently, plans and arranges own work schedules.

SUPERVISION EXERCISED:

Includes coordinating various division personnel as assigned to complete a project. Assigns duties, outlines methods, directs work in progress, reviews completed work and signs and approves work.

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. State certification in structural pesticide application.

Education Requirements:

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 desirable.

Valid State of Wisconsin Motor Vehicle operator's license and availability of properly insured personal vehicle at time of appointment and during employment.

Experience Requirements:

Requires a minimum of five years experience in project management and administration experience including budget development, long range planning and procedure development. Field experience desirable.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

General office environment as well as regular site visits. May be exposed to dirty and dusty conditions on a limited basis. Must be able to access various areas of building including roofs, tunnels, crawl spaces and similar. Ability to climb ladders up to 50' in height.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.

Subject to irregular working hours including after hour and weekend work.

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.

APPROVALS:

Supervisor _____ **Title** _____ **Date** _____

Compensation Services Manager _____ **Date** _____