



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Coordinator II, Building Operations</i>	<b>Last Revised/Approved:</b> <i>05/15/2017</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Manager III, Building Operations</i>
<b>Office:</b> <i>Office of Operations</i>	<b>Department:</b> <b>Building Operations</b>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <b>Exempt</b>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Directs and supervises, both, directly or through subordinate supervisors, the operation of schools. Inspects schools and other facilities in geographic area of responsibility for conformance with established policies and procedures.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Management Competencies:**

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Directs and supervises the operating and housekeeping activities of the schools and sites in accordance with rules established by the “Code of Building Operations” to include the following:
  - Checking the schedules and changes and adjustments thereto of the school engineers and/or site manpower assignments for proper workload, recommending changes as necessary.
  - Inspecting schools and other facilities in his/her geographic areas of responsibility for conformance with established policy and procedure.

- Troubleshooting problems that develop and resolving at the earliest practical time.
- Coordinating Building Operations activities and/or problem solutions with local school administrative personnel, i.e., principals and assistant principals.
- Prepares and maintains inspection and incident reports and follow up on actions that should be taken.
- Assists in developing the budget for the Division by determining proper measurement and specifications for new and/or altered buildings and sites and recommending number of operating personnel to service the facility.
- Meets with vendor representatives referred by Purchasing Division to assess the capability of their products, coordinates tests of supplies and equipment, and forwards results to vendor.
- Coordinates the development of training classes for operating personnel; participates in and monitors classes in session.
- Interviews prospective candidates for classified positions and recommends acceptable candidates for employment.
- Reviews and approves requisitions for materials and supplies in area of responsibility; expedites procurement of supplies in critical situations.
- Participates in grievance procedures by investigating and answering grievances in accordance with employment relations criteria and contract provisions, when necessary. Coordinates and holds disciplinary hearings as necessary.
- Keeps supervisor informed of major problems that develop; acts as Division Manager when requested and perform duties of Manager and other field supervisors as required.
- Meets with School Board committees, other departments, and lay groups to answer questions and provide information relative to Building Operations in area of responsibility.
- Plans and coordinates snow removal program, directing the salting program and coordinating the assignment of employees for snow removal with Facilities and Maintenance Services.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Bachelor's Degree in Mechanical Engineering, Business Administration, or related field from an accredited school approved by the Milwaukee City Service Commission. Emphasis in human resources desirable.
- American Society of Power Engineers Inc. (A.S.O.P.E.) Facility Operating Engineer's third class license (or higher) and a City of Milwaukee Station Engineer's Permit to Operate Low Pressure Boiler.
- National Swimming Pool Foundation Certification.
- State Pesticide Certification Category 7.1.
- Valid driver's license.

### ***Experience Requirements:***

- Must have a minimum of five years of related supervisory experience.
- Must have a strong background in housekeeping and be able to become I.E.H.A. certified.
- Must have a strong background in power plant operating experience (heating, ventilating, and air conditioning).

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

- Outstanding oral and written communications skills are essential.
- The ability to make clear, persuasive presentations.
- Strong consultative skills are necessary.
- Experience using MS Word and related software is desired.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing employees and budgets is required.
- The ability to develop effective working relationships with all levels of the organization 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.*

- An inherent condition of this position requires that the incumbent be on-call 24 hours a day, seven days a week; first response for district emergencies.
- The position requires the availability to work flexible shifts and additional hours as necessary.
- The position will rotate emergency phone responsibilities with other Coordinators.
- Frequent travel around the city of Milwaukee and occasional travel out of town.

## **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.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.