



POSITION DESCRIPTION

JOB TITLE: Crew Leader (Various Trades)	
Job Class: _____	
DATE	Office of Operations Facilities and Maintenance Services
Building Trades	FLSA STATUS: ___ Exempt ___ Non exempt
Pay Schedule: Varies	Pay Range:
APPROVALS	
POSITION SUMMARY: (Describe the general nature and level of work performed by this position.)	
Schedules and directs the work of a group of trades people, investigates and prepares estimates for proposed work, inspects the work of outside contractors and performs tradesman work as needed.	

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. Plans work schedules, directs the trades people and shop employees, checks the progress of the work, and assists in employee performance evaluations.
2. Investigates/prepares estimates and assists in the budget process.
3. Assists in the preparation of the plans and specifications for construction projects, through the gathering of data and other pertinent information.
4. Insures effective preventive maintenance programs are implemented.
5. Maintains control of stock and equipment and prepares forms to order new items.
6. Assists in training and orientation programs, especially in the areas of safety and new trade developments.
7. Communicates any infractions of work rules.
8. Performs inspections on maintenance projects and new construction and prepares inspection reports. Works with contractor representatives and school staff.
9. Actively supports the MPS Strategic Plan.
10. Other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)
Reports to Supervisor of Maintenance and Repair.
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 organizing and assigning daily work for up to # <insert trade>. Reviews completed work and takes corrective action as needed including recommendations on disciplinary action.

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.)

High school graduation or GED.

Experience Requirements

Significant construction-related field experience which should have been enough to develop Journeyman-level skills.

Three years of experience with Milwaukee Public Schools.

Knowledge, Skills, and Abilities

Basic supervisory management of people courses and strong interpersonal skills are desirable.

Valid State of Wisconsin motor vehicle operator's license.

To climb and work at various heights and in hazardous environments.

Subject to be called for after hours work.

Must have a properly insured personal automobile for use on the job (car allowance is provided).

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 and general maintenance areas within and around school and recreation site buildings.

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.

Sufficient strength to lift and carry X lbs. or more of equipment or material on a daily basis.

Ability to climb ladders / scaffolding and work from heights.

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.