



OFFICE OF HUMAN CAPITAL

| Job Information | |
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| Job Title: <i>Supervisor II, Maintenance & Repair Projects</i> (Project Manager, Maintenance and Repair – posting title) | Last Revised/Approved: <i>Entered by Compensation July 2018</i> |
| Job Code: <i>Entered by Compensation, Office of Human Capital 3605</i> | Reports To: <i>Manager III, Maintenance and Repair</i> |
| Office: <i>School Administration</i> | Department: <i>Facilities and Maintenance Services (DFMS)</i> |

| Compensation Information | |
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| Pay Grade: | Pay Range: |
| FLSA Status: <i>Exempt</i> | Term of Employment: <i>Full Time (FT)</i> |

Position Summary/Purpose:

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 duties personally or through assigned personnel.

Core Competencies:

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

Essential Functions

1. Develops scope of work, coordinates with engineers and architects, reviews construction documents and directs construction activities to ensure that the goals and objectives are accomplished within prescribed time frames and funding parameters.
2. Coordinates with Milwaukee Public Schools’ (MPS) trade shop personnel to prioritize, budget and plan long range major maintenance and repair projects.
3. Actively supports the MPS Strategic Plan.
4. Performs other related functions as assigned.

Job Requirements:

Education Requirements:

- Bachelor’s Degree in engineering, architecture or related degree from a school approved by the Accreditation Board for Engineering and Technology (ABET).

- Valid State of Wisconsin Motor Vehicle operator's license and availability of properly insured personal vehicle at time of appointment and during employment.
- Registration as a professional engineer in Wisconsin is desirable.
- Certification in the EPA Asbestos Abatement Training Program (Awareness) within 6 months of appointment ^{Note 1}
- Silica Awareness Training within first month of appointment. ^{Note 1}

Note 1 – Training and/or testing will be provided by MPS but employee must obtain the certification within the time allotted.

Experience Requirements:

- A minimum of five years' experience in project management and administration including budget development, long range planning, procedural development and governing codes.
- Experience supervising staff and managing budgets
- Experience in "AiM" work order software is highly desirable

Knowledge, Skills and Abilities:

- Effective written and verbal communication and presentation skills are essential
- Ability to read and interpret building and building systems plans and specifications
- Ability to gather data, compile information and prepare field reports as required.
- Knowledge of construction terminology and practices, construction materials and safe working practices
- Knowledge and ability to review submittals and reports as required to assure standards are met.
- The ability to develop effective working relationships with diverse individuals at all levels
- Must be able to juggle numerous responsibilities with varying deadlines.
- Working knowledge of computer applications including MS Office software suite.
- Working knowledge of "AutoCAD" software.

Working Environment:

- Regular travel throughout the City of Milwaukee
- Exposure to dust, dirt, general construction debris, hazardous materials, etc. that may require the use of a PPE respirator.
- Exposure to loud noises that may require the use of PPE hearing protection.
- Exposure to confined spaces that may require special PPE, rigging, harnessing, etc.
- Roof work that may require special fall protection PPE.

Physical Demands:

- Subject to irregular working hours including possible after normal working hours and weekends.
- Ability to climb ladders
- Work on and at roof heights
- Exposure to work environments as previously indicated
- Essential physical requirements, such as climbing, standing, stooping, crawling, etc.
- Ability to work in confined spaces
- Ability to be conduct work while wearing an air purifying respirator

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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.