



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Sr. Director, Facilities & Maintenance</i>	Last Revised/Approved: <i>February 2019</i>
Job Code: 0550	Reports To: <i>Chief, Office of School Administration</i>
Office: <i>Office School Administration</i>	Department: <i>Facilities & Maintenance</i>

Compensation Information

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

Position Summary/Purpose:

Responsible for all activities performed by the department. Establishes the overall objectives and initiatives of the department to support the goals and long range plans of Milwaukee Public Schools (MPS).

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:

- Directs and supervises, through department managers and coordinators, the operations of the Department of Facilities and Maintenance Services.
- Prepares the annual department budget, including the MPS capital budget and implements adequate controls to monitor annual expenditures.
- Works to maintain effective district-community relations; maintains effective communication links with field and central office administrators to ensure quality delivery of services.
- Evaluates department operations with view toward streamlining and prepares efficiency and cost benefit analyses to ensure that services are provided in a most cost efficient and responsible manner.
- Monitors the performance of department operations to ensure conformity to established policies, procedures, objectives, work rules and priorities.
- Attends Board and committee meetings, prepares presentations and makes recommendations pertaining to district and department issues that are associated with or impact areas of responsibility.
- Develops, communicates and enforces standards, policies and procedures relating to the planning, operation, repair, maintenance and construction of buildings and grounds; ensure compliance of maintenance, operations, and construction activities as related to federal, state and local codes and ordinances.
- Reviews and approves all final payments to contractors and vendors for the completion of formal contracts.
- Recommends candidates for hire who report directly to this position and conducts performance evaluations.
- Actively supports the Five Priorities for Success.

- Completes other duties as assigned.

Education Requirements:

- Bachelor's degree in Engineering, Architecture or Construction Management from a school approved by the Accreditation Board for Engineering and Technology (ABET).
- Registration as a professional Engineer or Architect in the State of Wisconsin is required per Board Policy 4.02.
- Valid State of Wisconsin Motor Vehicle operator's license and availability of a properly insured personal vehicle at time of appointment and during employment.

Experience Requirements:

- Requires a minimum of ten years of high-level facilities management, administrative and supervisory experience.
- Must be experienced in budget development, long-range planning, contract administration and policy/procedure development.

Knowledge, Skills and Abilities:

- Ability to interact and communicate effectively with top management, government and elected officials, union leaders, news media, schools, and MPS staff.
- Requires tact, discretion, and clarity when communicating. Involves working with confidential information.
- Ability to address large groups and participate in large group discussions with personnel of various backgrounds and experience.
- Ability to interact one on one with individuals.
- Demonstrated experience in writing and reviewing technical engineering reports and/or detailed proposals.
- Ability to work on multiple projects at various phases, technical expertise with standard maintenance and construction practices and knowledge of various project delivery methods.
- Ability to analyze complex and difficult problems involving frequent changing conditions.
- Requires considerable judgment, initiative and ingenuity in areas where procedures are unclear.
- The position requires the ability to develop, communicate and implement strategic plans and goals.
- Experience in supervising staff.
- Experience managing budgets and benefits.
- Excellent oral and written communication and presentation skills are necessary.
- Must be able to handle multiple responsibilities with differing yet established deadlines.
- High degree of computer literacy including HRIS systems and advanced PC skills with knowledge of current MS Office software 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.
- 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.
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

- Must be able to access various areas of buildings including roofs, tunnels, crawl spaces and similar. Ability to climb ladders up to 50 feet in height.

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:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. 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.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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