



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Supervisor II, Maintenance & Repair Projects</i>	Last Revised/Approved: <i>July 2018</i>
Job Code: 3605	Reports To: <i>Manager III, Maintenance & Repair</i>
Office: <i>Office of 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:

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

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?*

- Implement overall plan as outlined by the Manager III, 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.
- 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.
- Assist in the development of the Major Maintenance and Capital Budgets.
- Coordinates project activities frequently with schools, contractors and governmental officials, including the School Board, Alderman, City Engineer, Commissioner of Public Works, etc.
- Works with architects and engineers on design projects and reviewing plans and specifications.
- Site visits periodically to observe project activities.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties 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).
- 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 of experience in project management
- 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, databases 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.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally 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.

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.

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.