



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Supervisor I, Maintenance &amp; Repair</i>	<b>Last Revised/Approved:</b> <i>August 2018</i>
<b>Job Code:</b> <b>3582</b>	<b>Reports To:</b> <i>Manager III, Maintenance &amp; Repair</i>
<b>Office:</b> <i>Office of School Administration</i>	<b>Department:</b> <i>Facilities &amp; Maintenance</i>

Compensation Information	
<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:

Reviews, plans, directs and coordinates the activities of repair and maintenance operations to ensure that the goals and objectives are accomplished.

### 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?*

- Supervises, supports, monitors, leads, organizes and promotes various trade shops and the respective budgets and manpower requirements.
- Operates as a Project Manager as necessary, coordinating with people from all levels and sectors of the organization. This includes developing scope, budget and schedules, reviewing construction documents, conducting site investigations, overseeing construction and repair operations.
- Supervises and coordinates snow removal and salting operations

- Supervises and aids in the management of the MPS fleet consisting of (220) service vehicles, (49) site based generators, various construction equipment, slaters, plows, trailers and other motorized vehicles.
- Coordinates, monitors and maintains the warehouse and garage site and the remote storage site.
- Coordinates, monitors and maintains MPS Stores procurement program.
- Navigates and monitors Computerized Maintenance Management Software system (preferably AssetWORKS) for project, work and budget status.
- 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:***

- High school diploma or GED.
- Valid State of Wisconsin Motor Vehicle operator's license and availability of properly insured personal vehicle at time of appointment and during employment.
- EPA Asbestos Awareness Training within 6 months of appointment
- Certification in the Lead Safe Renovator Training Program within 6 months of appointment.
- Silica Awareness Training within 6 months of appointment.

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

- A minimum of four years of experience in supervising, supporting, monitoring, leading, organizing, promoting, etc. skilled trades personnel, their respective budgets and manpower requirements.
- A minimum of three years of experience in operating as a project manager
- Experience in snow removal and salting operations and salt procurement

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

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must have a working knowledge of a Computerized Maintenance Management Software system (preferably AssetWORKS).
- A general understanding of the facilities matrix and how it affects all other segments of the organization.
- Knowledge of construction terminology and practices, construction materials, safe working practices and basic math including basic geometry.
- Working knowledge of trades, specifically knowledge of electrical, low voltage, data, carpentry, floor covering, painting, door hardware, glazing and plastering operations and maintenance.
- Working knowledge of Federal, State, & Local Code Requirements, OSHA, and EPA regulations.
- Knowledge of cyclic maintenance, preventive maintenance, predictive maintenance, and total productive maintenance programs.
- Experience supervising staff and managing budgets is required.
- Experience monitoring and maintaining a procurement program
- 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.
- The ability to discuss design options with the engineers and architects and maintain budgets and schedules is critical.
- Experience with vehicle fleet management including budgeting and replacement is required.
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## **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, with
  - The requirement to work additional hours, outside of the normal business day as a regular part of the job
  - Exposure to dust, dirt, general construction debris, hazardous materials, etc. that may require the use of a respirator.
  - Exposures loud noise that may require the use of hearing protection.
  - Review work at heights on various types of support equipment that may require special harnessing.
  - Exposure to confined spaces that may require special rigging, harnessing, etc.
  - Essential physical requirements, such as climbing, standing, stooping, crawling, etc
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

## **Physical Demands:**

- Ability to work mandatory emergency hours as required, whether given advanced notice, or called-in to perform emergency duties.
- Exposure to work environments as previously indicated.
- Ability to climb to heights at or above 70 feet in all weather conditions.

*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.