



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Supervisor I, Building Operations</i>	Last Revised/Approved: <i>February 2019</i>
Job Code:	Reports To: <i>Manager III, Building Operations</i>
Office: <i>The Office of School Administration</i>	Department: <i>Facilities & Manitenance</i>

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

Position Summary/Purpose:

Directs and supervises the operations of schools and other district sites as assigned.

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 the operating and housekeeping activities of schools and sites in accordance with rules established by the "Building Systems and Operations Code of Building Operations".
- Ensures the acceptable completion of the school readiness report completed each summer for the upcoming school year.
- Checks the schedules and changes and adjusts schedules of the school engineers and/or site manpower assignments for proper workload and recommends changes as necessary.
- Inspects schools and other facilities in geographic area of responsibility for conformance with established policies and procedures.
- Trouble shoots problems that develop and resolves them in a timely manner.
- Coordinates and oversees Building Operations activities and/or problem solutions with local school administrative personnel, regionals, principals or assistant principals.
- Prepares and maintains inspection and incident reports and follows up on actions that should be taken.
- Assists in developing the budget for the Division by determining proper measurement and specifications for new and/or altered buildings and sites and recommends the number of operating personnel to service the facility.
- Meets with vendor representatives referred by Purchasing Division to assess the capability of their products, coordinates tests of supplies and equipment and forwards results to vendor.

- Coordinates the development of training classes for operating personnel, participates in and monitors classes in session.
- Interviews prospective candidates for positions and recommends acceptable candidates for employment.
- Reviews and approves requisitions for materials and supplies and expedites procurement of supplies in critical situations.
- Participates in the discipline procedure by investigating and responding to requests in accordance with the Employee handbook. Coordinates and holds disciplinary hearings as necessary.
- Keeps supervisor informed of major problems that develop, acts as Division Manager when requested and performs duties of Manager and other field supervisors as necessary.
- Meets with school board committees, other departments and community groups to answer questions and provide information relative to Building Operations.
- Plans and coordinates snow removal program, directs the salting program and coordinates the assignment of employees for snow removal with Facilities and Maintenance Services.
- Actively supports the Five Priorities for Success.
- Completes other duties as assigned.

Education Requirements:

- Bachelor's Degree in Mechanical Engineering, Business Administration or a related field from an accredited school is required, an emphasis in Human Resources is desired.
- American Society of Engineers Inc. (A.S.O.P.E.) Facility Operating Engineer's third class license (or higher) and a City of Milwaukee Station Engineer's Permit to Operate a Low Pressure Boiler are required.
- ***Preferred licenses*** are National Swimming Pool Foundation Certification and State Pesticide Certification Category 7.1 (those without them must become licensed within one year of employment).
- Must possess a valid Wisconsin drivers' license and have access to a fully-licensed vehicle throughout employment.

Experience Requirements:

- Must have a minimum of five years of related supervisory experience
- Must have a strong background in housekeeping and be able to become I.E.H.A. certified
- Must have a strong background in power plant operating experience (heating, ventilation, and air conditioning)
- ***A combination of education and experience can be considered.***

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Must be able to lead and direct staff.
- Must be able to develop and implement policies and procedures for the department.
- Must be able to work collaboratively with diverse groups, both internal and external to MPS.
- Strong attention detail and outstanding analytical skills required.
- Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements.
- Must be able to work with diverse groups at all levels of the organization and within the Milwaukee community.
- The ability to manage numerous projects with varying deadlines, multi-task and prioritize changing demands while continuing to provide MPS schools and departments with necessary services in a timely manner is necessary.
- PC experience and proficiency with Microsoft office products, and knowledge of on-line communication vehicles is necessary.

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
- Some exposure to unpleasant conditions will occur
- Regularly 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.

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.