



**MILWAUKEE
PUBLIC SCHOOLS**

JOB ANNOUNCEMENT

PROFESSIONAL OPPORTUNITY

OFFICE OF HUMAN RESOURCES

5225 W. VLIET ST.

P.O. BOX 2181

MILWAUKEE, WI 53201-2181

Administrative applications for the following position are being accepted by the Office of Human Resources by **11:59 PM CST on Sunday, January 20, 2019**. A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (**if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above**). Appointment is subject to a criminal background check, drug/alcohol test and credential verification, external applicants must submit transcripts. No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #1011742** at www.milwaukee.k12.wi.us → Employment → Job Openings → ***Administrator/Supervisor positions*** and follow the link.

Supervisor II, Maintenance & Repair Projects (Project Manager, Maintenance and Repair)

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.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✓ 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.
- ✓ Coordinates with Milwaukee Public Schools' (MPS) trade shop personnel to prioritize, budget and plan long range major maintenance and repair projects.
- ✓ Actively supports the MPS Strategic Plan.
- ✓ Performs other related functions as assigned.

QUALIFICATIONS:

- ✓ 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 Silica Awareness Training within first month of appointment.
- ✓ 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

The salary range is \$72,022 – 104,445 (12 months)