



**Department of Public Works
Operations Division- Fleet Services**

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Brian White, CPFP
Fleet Services Manager

April 15, 2024

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Temporary Appointment– Brian Field

Dear City Service Commissioners:

DPW Operations Division respectfully requests a six-month temporary appointment to the position of Fleet Operations and Training Manager for Mr. Brian Field. The original temporary appointment began on January 21, 2024 and is scheduled to end April 27, 2024. I respectfully request that a temporary appointment be extended from April 28, 2024 through October 26, 2024. This is the first extension request.

Mr. Field has been the Fleet Operations and Training Supervisor since December 2016. He provides the CDL and all other training to all of the departments Operators on approximately fifty different types of equipment and vehicles. Mr. Field has also served as a trainer for accident inspections as well as snow and ice operations. This appointment is needed to train and oversee the daily operation in the demolition program. Mr. Field has extensive in-house training in supervising staff and extensive knowledge of fleet equipment. Mr. Field was also a candidate for the Transfer/Promotional recruitment in May 2022.

Thank you for your consideration. If you have any questions or concerns, please contact Brian White, Fleet Services Manager (x2459 or brian.white3@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmp



Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Field	FIRST NAME Brian	INITIAL W	
AUTHORIZED POSITION TITLE Fleet Ops and Training Manager	PAY RANGE 1GX	F&P COMMITTEE APPROVAL DATE	REQUISITION #	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Referral #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 4/28/2024	ANTICIPATED EXPIRATION DATE 10/26/2024	T.A. RATE OF PAY 45.84	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: This position will train and oversee the demolition program.				
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Mr. Field was a candidate for the Transfer/Promotional recruitment in May 2022. Mr. Field has been the Fleet Operations and Training Supervisor since 12/2016. Mr. Field provides CDL and all other training to all of the DPW's Operators on approximately 50 different types of vehicles and equipment. He has served as a trainer for Snow and Ice Operations as well as accident inspections.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: WI CDL 3rd Party Examiner Certification; Asbestos Inspector Certification		WORK EXPERIENCE: 12/16 -Present Fleet Ops & Training Sup; 6/11-12/16 Driving Training Instructor; 5/96-6/11 Operator		OTHER REQUIREMENTS (i.e. LICENSES) State of WI CDL-ABCDMNPT;Asbestos Supervisor License
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Operations-Fleet Ops	CURRENT POSITION TITLE: Fleet Operations Supervisor	EMPLOYEE ID NUMBER: 010142	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER Makisha Porter	SIGNATURE 		TITLE Human Resources Administrator	DATE 4.12.24
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 		TITLE Director of Operations	DATE 4/12/24
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Brian Field		4/12/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Fleet Operations and Training Manager	1GX	45.84

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Temporary Appointment Applicant Signature
Date Signed

Witness Name (Print)
Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/13/23	2. Present Incumbent: Vacant	Is incumbent under filling position?	
3. Date Filled:	4. Previous Incumbent: Daniel Lewand	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Under fill Title in box 10.</i>	
5. Department: Public Works, Dept. of		Bureau:	Unit:
		Division: Operations	Section: Fleet
6. Work Location: Central Repair Garage		Telephone: 414-286-2702	Work Schedule:
		Email:	Hours: 6am – 2:30pm/ Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Management, General City If in District Council 48, which local? Local 33		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Fleet Operations and Training Manager	Pay Range	Job Code
	Under fill Title (if applicable):	1EX	4610
	Requested Title (if applicable):		103
Recommended Title (DER Use Only):		Approved by:	
		Date:	

11. BASIC FUNCTION OF POSITION:

As Fleet Operations and Training Manager, this position oversees the training program for over 900 drivers and a variety of routine and specialty equipment to meet the operational needs of DPW and other City departments, while protecting the safe and proper operation of Fleet equipment. Coordinate, prioritize, assign, schedule, and manage the daily activity of Special Equipment Operators and other drivers to meet the daily operational needs of the various Departments, Divisions, and Agencies of the City of Milwaukee on a 24 hours a day, 365 day per year basis. Ensure the highest level of service delivery to customers.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Under fill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
45	<p>Develop and maintain curriculum, manage, and schedule all Fleet training programs.</p> <p>Supervise the Driver Training staff and the instruction of personnel to ensure they provide valuable, technical, safe, and proper training and operation of equipment.</p> <p>Supervise certification testing for the Commercial Driver License (CDL), Third-Party Examiner Program.</p> <p>Develop training programs for new equipment.</p> <p>Coordinate new and updated training for all Fleet equipment and new drivers; in particular for both refuse equipment for garbage and recycling, and snow plowing operations.</p> <p>Manage training for all City Laborers in equipment operations and snow plowing.</p> <p>Conduct new laborer evaluations, and perform post-accident remedial training.</p> <p>Manage and oversee the training programs for all Special Equipment Operators, Drivers, and Laboring groups who may be assigned specialty or routine Fleet equipment such as dump trucks, cranes, snow salters and plows, end loaders and backhoes, Vac-all etc. for the proficient and safe operation to protect the operator, other co-workers, equipment and the public.</p> <p>Maintain timely and accurate records of employee training.</p> <p>Work in conjunction with and under the direction of the Fleet Operations Manager to develop special programs as requested by customer organizations.</p>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	In conjunction with Safety, organize the section's participation in federally mandated Drug and Alcohol Testing Program.
	Manage Fleet Operations and Training Supervisor, Driver Instructors, and support staff ensuring proper follow through on crash investigations; including, but not limited to, proper documentation, discipline for preventable collisions, correspondence, and litigation with internal and external stakeholders. Ensure timely and accurate crash record keeping within AssetWorks.
30	Assist the Fleet Operations Manager with managing the operations of the Fleet Dispatch unit in supervision of staff, standard operating procedures development and enactment, policy implementation and general oversight. Assist with the organization of complex daily schedules of equipment and operators to meet the operational needs of DPW and other City departments. Manage drivers and operator seasonal job selections to accommodate critical mission duties including call out lists, equipment availability, and management and use of the robotic callout system and data. Anticipate seasonal operations to ensure the availability of the equipment to meet daily requests and respond promptly to emergency and special requests for seasonal equipment need such as Fall Leaf Collection and snow and ice fleet needs, as well as spring dismounting for construction season.
10	Coordinate dispatch procedures and readiness for emergency response including snow and ice control operations as the central hub of initiating operations when called. Participate as a member of the general ice control and snow plowing callout team. Supervise the contact of snow drivers at the start of snow operations. Provide information on availability of equipment and vendors (contractors) and supervise the operation of contacting snow plow drivers for duty. Provide information on the availability and capability of operators, equipment, and vendors as they relate to snow operations. Maintain a state of readiness throughout the winter season to ensure a rapid and effective response to snow conditions
5	Manage and coordinate the Department of Public Works (DPW) Demolition Crew with the Department of Neighborhood Services. Train Special Equipment Operator III for safe and proper demolition techniques and processes. Coordinate with DNS and DCD for scheduling. Meet with various departments to coordinate special projects, scheduling, for on time and within budget demolition of designated properties. Create and assign work orders for properties. Set up and plan demolitions including, but not limited to, site preparation (ensure all utilities and obstructions are clear). Document and record each property demolition hours of work, debris amounts hauled, backfill amount required, and staff and equipment hours. Provide accounting of each property to DNS, Budget, and others as requested. Attend annual Asbestos Inspector class to maintain a State of Wisconsin Asbestos Certification.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Work in conjunction with and under the direction of the Fleet Operations Manager to develop special programs as requested by customer organizations. Serve as the acting Fleet Operations Manager in that person's absence.
5	Other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

FLEET OPERATIONS MANAGER

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position receives policy and procedural direction from the Fleet Operations Manager; and is expected to carry out work assignments and report progress to the Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = Directly 90.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Fleet Operations and Training Supervisor	a,b,c,d,e,f,g,h
22	Special Equipment Operators	a,b,c,d,e,f,g,h
54	Operations Driver Workers	a,b,c,d,e,f,g,h
4	Field Service Technicians	a,b,c,d,e,f,g,h
10	Auxiliary Driver Training Instructors	a,b,c,d,e,f,g,h
5	Communication Assistants III/IV	b,c,f,g,h
3	Fleet Maintenance Technicians	a,b,c,d,e,f,g,h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:
Bachelor's Degree in Business, Project Management, or Education is desirable. Associates Degree in Business, Project Management, Education and Training, or related fields is highly desirable. Five years of management experience with at least 8 years of direct first line supervision.
- ii. Knowledge, Skills and Abilities:
Knowledge of the use and operation of various types of trucks and heavy equipment is required. Knowledge of the types, uses, and operations of demolition techniques, environmental hazards mitigation, and safety operations. Knowledge of training methods, development, and execution. Strong organizational skills combined with good verbal and written communication is required. Proficient in the use of word-processing, spreadsheet, and database software. Ability to use the hardware and software tools utilized by the Fleet Services section to provide and monitor service delivery. Must be self-motivated and directed to meet the daily and seasonal needs of each department and division. Must be collaborative and cooperative. Able to understand the needs of internal customers and meet service expectations. Must be able to manage multiple priorities and meet deadlines.
- iii. Certifications, Licenses, Registrations:
Possession of a valid State of Wisconsin motor vehicle CDL license, with air brake endorsement, and acquire a State of Wisconsin Asbestos Instructor Certification within 1 year of hire.
- iv. Other Requirements:
Experience developing/creating, managing and administering a training program is highly desirable

Must be willing and able to work beyond the normal work schedule for extended periods of time including weekends and holidays to meet the needs of the sections and user Divisions and Departments, and for scheduled and emergency snow and ice control operations to meet the emergency needs of the City. Must be ethical and professional in conduct.

Emergency conditions will require a willingness to work long hours and/or evenings, weekends, and holidays.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

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G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input checked="" type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The Fleet Operations Dispatch Office is responsible for the daily assignments of 390 operators and drivers. These assignments are critical to the delivery of various internal and external fleet support. The Dispatch Office also provides fueling services at various sites and in the field as needed, breakdown assistance for vehicles in the field, and performs all fleet accident investigations. The Fleet Operations and Training

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Manager is responsible for the Department's Driver Training Program; providing training for the majority of the City's 900 drivers and operators on nearly 50 different types of vehicles, trucks, and other equipment. Experience with the operating practices and procedures of other City of Milwaukee Departments and agencies is necessary. The Dispatch Office also serves as a primary hub in support of DPW snow and ice control operations. Must be able and willing to work extended hours, weekends, and holidays as needed to meet the needs of the City. Must be professional in conduct and appearance and lead by example.

M. I believe that the statements made above in describing this job are complete and accurate.



1/13/23

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

BRIAN W. FIELD



May 2, 2022

To: Kaylyn Jennik, Operations Services Manager
kjjenn@milwaukee.gov

Re: Promotional Opportunity for Fleet Operations and Training Manager

Please consider this letter as my intent to formally apply for the Fleet Operations and Training Manager. I believe, with the review of my attached resume, I more than meet the minimum and desirable qualifications for this position.

I have over 25-years of experience in the City of Milwaukee's Department of Public Works, Operations Division, Fleet Services Section, and along with my recently assumed responsibilities for the currently vacant position of Fleet Operations Manager makes me an excellent candidate for the promotional opportunity.

I also hold licenses in good standing for certified Third-Party CDL Examiner for the State of Wisconsin and certified Asbestos Inspector which have allowed me to develop into a specialized skill set that often deems me as "subject matter expert." As you will see, my experience and unique skill set makes me an excellent candidate for the promotional opportunity of Fleet Operations and Training Manager.

I continue to contribute to impacting business outcomes through effective organization, prioritization, and execution of key projects, as well as being an integral part of the training of four (4) of the previous Fleet Operations Managers. A summary of my experience, skills and projects are as follows:

- Developed and implemented an extensive driver training curriculum which includes train the trainers, presenting theory and practical classes, maintaining accurate training records for employees.
- Developed an extensive State regulated CDL training, minimum training requirements program and third-party examiner program for the City of Milwaukee which includes maintaining accurate training records for the city and the State of Wisconsin.
- Maintain and administer a robust training program for Special Equipment Operators, Operator Driver Workers, and general laborers for multitude pieces of equipment and vehicles such as heavy tractors, cranes, loaders, backhoes, vacalls, and other diverse types of specialty equipment.
- Administers the DPW-Fleet's section of the federally mandated Drug and Alcohol Testing Program.
- Coordinate safety training for all fleet equipment for new drivers, remedial drivers, snow and ice operations and a wide variety of special projects.
- Manage crash investigations, documentation and discipline if needed.

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- Provide input regarding litigation, employee driving evaluations, post-accident remedial training.
 - Assists the schedulers with the organization of the daily schedules for equipment and operators.
 - Possess a good working knowledge of specialized applications and programs such as DPWAPPs database, Assetworks, OneCall Now, MSI (scheduler) ARCGIs (GPS program), and Microsoft Office Suite.
 - Coordinates operations of available equipment and operators to safely meet the operational needs of all City departments, construction, and seasonal projects, which includes Snow and Ice Control.
 - Coordinates emergency responses year-round but especially for Snow and Ice.
 - Was an integral contributor for the Demolition Program for the purchase of equipment and the training of said equipment.

In closing, I am highly motivated with a high level of professionalism and lead my employees by example. I respect and work efficiently and effectively with all levels of local government and City management. I believe I will bring immediate value to the City which makes me an excellent candidate for consideration.

Thank you for your time and consideration and I look forward to hearing from you soon.

Respectfully,



Brian W. Field
Fleet Training Supervisor
City of Milwaukee Public Works

Attachment-Resume

Professional Objective: Dedicated with exceptional leadership and training skills. Comfortable in fast-paced situations, managing time, prioritizing tasks and exercising sound judgment with a strong emphasis on education seeking an opportunity to broaden skills and experience.

Licensure and Certifications:

- Valid State of Wisconsin motor vehicle CDL license, with endorsements
- Certified 3rd Party CDL Examiner for the State of Wisconsin
- Valid and current Asbestos Inspector license

Employment History:

June 1996 – Present: **Fleet Training Supervisor**, City of Milwaukee Department of Public Works, Operations Division, Fleet Services Section, (Milwaukee, WI).

The Dispatch Office is responsible for the daily assignments of 300 Operations Driver Workers. These assignments are critical to the delivery of various internal and external fleet support. The Dispatch Office also provides fueling services at various sites and in the field as needed, breakdown assistance for vehicles in the field and performs all fleet accident investigations. The Fleet Training Supervisor is responsible to provide driver and operator training for the majority of the City's 900 drivers and operators on nearly 50 different types of vehicles, trucks and other equipment. This position also coordinates and directs the efforts of the City's Pre-Trip Inspection initiative which will maintain the longevity of the City's fleet vehicles and equipment, recommends appropriate training methods and evaluates training effectiveness for all division employees. The Dispatch Office also serves as the primary hub in support of DPW snow and ice control operations. Assist Equipment Operations Supervisors as needed to meet the daily operational needs of the various Departments, Divisions, and Agencies of the City of Milwaukee on a 24/7/365 basis.

Primary responsibilities include, but are not limited to:

- Equipment Training for all City departments.
- Provide and supervise the instruction of personnel in the safe and proper operation of division equipment.
- Develop training programs for new equipment and to meet other training requirements.
- Coordinate driver and operator training.
- Administer and Supervise certification testing for the Commercial Drivers License (CDL) 3rd Party Examiner Program. (CDL Program Administrator and Examiner)
- Administer Snowplow training.
- Organize the daily scheduling of the Operations Division operators and fleet support staff.
- Maintain a state of readiness throughout the winter season to ensure a rapid and effective response to snow and general ice control conditions.
- Participate as a member of the general ice control and snow plowing callout team.
- Supervise the contact of snow drivers at the start of snow operations.
- Provide information on the availability and capability of operators, equipment, and vendors as they relate to snow operations.
- Administer the dispatching of streetcar track cleaning for public safety.
- Administer New Laborer Evaluations.

Primary Responsibilities Continued:

- Administer Post Accident Remedial Training.
- Administer Drug Testing Program.
- Develop training programs for new equipment and meet other training requirements.
- Investigate accidents for liability.
- Maintain accurate employee training records and equipment records.
- Represent the City at various committee hearings and meetings.
- Assist in the participation in the federally mandated Drug and Alcohol Testing Program.
- Assist the Operations Section managers in supervising the operators and staff of the Operations Division Dispatch Office in the performance of their responsibilities.
- Provide development, supervision, and oversight of enhanced pre-trip inspection programs for DPW operators and drivers, to ensure industry and department standards are being upheld.
- Coordinate and administer Safety Blitzes for all departments.
- Participate in employee evaluations and appraisals to ensure that operator performance meets established guidelines.
- Recommend discipline and corrective actions when appropriate.
- Coordinate with DPW Safety Section.
- Develop a working knowledge of our customers' equipment needs and coordinate training needs with all departments in order to provide the most appropriate equipment and meet training needs.
- Oversee Demo Operation safety and training program.
- Anticipate seasonal operations to ensure the availability of the equipment to meet daily requests and respond promptly to requests for emergency and special requests for equipment and services.
- Monitor and perform record keeping relative to the fuel dispensing system and leak detection equipment.
- Back-up for Manager as needed.
- Maintain accurate and detailed CDL training records, OSHA forklift training, and certification records.
- Maintain Asbestos Inspector License.
- Create and administer Special Assignment Operator, Special Equipment Operator, and Driver Training Instructor's tests, both written and performance based.
- Administer probation performance evaluations for Special Assignment Operator, Special Equipment Operator, and Driver Training Instructor.
- Manage accident reporting.
- Work in conjunction with and under the direction of the Equipment Operations and Dispatch Manager to develop special programs as requested by customer organizations.
- Serve as the acting Operations and Dispatch Manager in that person's absence.
- Assist with writing vehicle specifications for equipment purchasing.
- Sit on interview panels.
- Projects: specials, equipment disposal, building, nursery, and other miscellaneous projects as needed.
- Review and analyze accidents for preventative vs. non-preventative.
- Manage Emergency Projects.

References and Salary Requirements submitted upon requests.