



Department of Public Works
Operations Division- Sanitation Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

Rick Meyers
Sanitation Services Manager

March 9, 2023

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

RE: Retroactive Temporary Appointment – Amber Davis

Dear City Service Commissioners:

DPW Operations Division respectfully requests a retroactive six-month temporary appointment to the position of Program Assistant II for Ms. Amber Davis. After collaborating with the DER Staffing and Compensation divisions, we recognize Ms. Davis was performing duties outside of her regular responsibilities, I respectfully request that a retroactive temporary appointment be approved from September 06, 2022-March 03, 2023.

This appointment was needed to support the Fleet Repairs department after the retirement of long-term Fleet Service Writer/Fleet Maintenance Technician July 2022 and the Interim Fleet Services Manager after the loss of their Program Assistant II. A previous review of several titles in the Fleet Repair section caused them to be grouped together in 2018, this included the Fleet Service Writer becoming a Fleet Maintenance Technician. She was selected for the position by the Fleet Services Manager who is no longer with us. The work needed in this Section required someone who could immediately initiate progress. Ms. Davis had experience in the Fleet Dispatch section and was familiar with the work of Fleet Service Writers. We are working with the Fleet Repairs Manager to re-evaluate the position of Fleet Maintenance Technician to remove the Fleet Service Writer responsibilities and make them consistent with a Program Assistant II.

Thank you for your consideration. If you have any questions or concerns, please contact myself, Danielle Rodriguez, Director of Operations (x3302 drodr@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
cc: Dan Thomas



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 - Fleet Services	LAST NAME Davis	FIRST NAME Amber	INITIAL N
AUTHORIZED POSITION TITLE Fleet Maintenance Technician	PAY RANGE 7HN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE) Program Assistant II	PAY RANGE 5FN	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 09/06/2022	ANTICIPATED EXPIRATION DATE 03/03/2023	T.A. RATE OF PAY \$1,753.28
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: As a result of a retirement, Ms. Davis is performing work as a Fleet Maintenance Technician. We are requesting that she is temporarily appointed to the position as a Program Assistant II, which she meets the requirements for.			
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: Amber Davis has experience with performing duties in the Fleets- Repairs Section. She uses various software programs necessary for job completion. She has considerable experience using the Fleet management software (AssetWorks) for the following tasks: accident reporting, opening and closing repairs Service Orders, knowledge and communication with vendor service contracts and divisions. Amber Davis also has City Time experience entering time entries.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Education: Amber has a high school diploma from South Milwaukee. Training: AssetWorks Enterprise Asset Management (EAM) training.	<u>WORK EXPERIENCE:</u> Experience with City Time, AssetWorks, Workforce, MS Office, Assigning repair orders, experience entering accident repairs costs.	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW - Fleet Services	CURRENT POSITION TITLE: Communication Assistant III	EMPLOYEE ID NUMBER: 035322
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 checked="" 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 <i>Makisha Porter</i>	TITLE Human Resources Administrator	DATE 3/10/2023
APPROVING OFFICER Dan Thomas	SIGNATURE <i>Dan Thomas</i>	TITLE Adm. Services Director	DATE 3/10/2023
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
Amber Davis		3/10/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Program Assistant II	5FN	\$1,753.28

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

3-10-23
 Date Signed

Shannon Goodwin
 Witness Name (Print)


 Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 07/31/2020		2. Present Incumbent: Numerous		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works (DPW)		Bureau: Division: Operations		Unit: Repairs, Operations Section: Fleet Services	
6. Work Location: Various		Telephone: (414) 286-2720 Email:		Work Schedule: Hours: Both First and Second Shifts Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: Fleet Maintenance Technician		Pay Range		Job Code	
Underfill Title (if applicable):		7FN			
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Depending on assignment and work location, perform duties related to the daily operation of the Department of Public Works-Operations, to support the operational activities of the Fleet Services Section. 1) Provide assistance to users, drivers, and operators of the DPW's fleet equipment, responsible for the safe and secure operation of the garages to which they are assigned. 2) Perform preventive maintenance (PM) duties, adjustments and repairs on City owned vehicles and equipment. 3) Inspect, repair, and exchange tires, wheels, and tubes, both within the shop and in the field in all weather conditions, maintain inventory. 4) Perform all duties of an equipment service writer, initiate and maintain repair work orders, service order, coordinate preventive maintenance (PM) schedules, provide a liaison with all City departments for scheduling work activities, maintain records. Fleet Maintenance Technicians are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities, and to work cooperatively as a member of a team. Some assignments serve as lead worker with respect to Operation Driver Workers (ODW's), laborers, other Fleet maintenance technicians, as assigned by management.

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

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

% of Time	ESSENTIAL FUNCTIONS – OPERATIONS SECTION, LINCOLN, RUBY, ZIEDLER BLDG.
100%	<ul style="list-style-type: none"> Responsible for the safe, secure, and orderly operation of the garage during all shifts. Coordinate all garage related programs, assist all employees in the use of the garage, access, fuel, and liquids, jump start equipment as needed. Maintain fueling equipment, verify fuel levels in storage tanks, and system integrity. Re-set pulsar fail pumps, compressors, replace computer receipt tape, clear jams. Assist with and account for deliveries of gas, oils, coolants and other fluids and supplies. Monitor and maintain leak detection equipment. On occasion, serve as additional LEAD WORKER to personnel assigned to the garage duties. Monitor time and attendance of personnel assigned to perform snow related work and other essential functions.

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 FUNCTIONS – OPERATIONS SECTION, LINCOLN, RUBY, ZIEDLER BLDG.
	<ul style="list-style-type: none"> • Responsible for ODW time sheets submitted on a daily basis to CRS. • Maintain vehicle inventory using the Workforce Application on a computer or tablet. • Maintain the fleet of pool vehicles assigned to their location in a ready to use condition. Move, park, and prep cars, trucks, special equipment and tractors as required. • Align, inspect and organize improperly parked equipment and implements. • Assist in the preparation and setup of equipment for daily and seasonal use. Prepare snow and ice removal equipment for seasonal use. Check and maintain block heater cords for outside parked vehicles. • Report needed repairs to the repair section personnel. • Report discovered equipment damage to management. • Clear snow from driveways, sidewalks, doors, fuel islands, parking meters, utilizing shop equipment including endloaders, salter trucks, packers with plows, snow blowers, sidewalk tractors with implements. • Proficiently operate various equipment in the maintenance of garage and lots, including forklifts, sweepers, floor maintenance equipment, forklifts. • Maintain an inventory of janitorial and lavatory supplies. • Assist with preparation of various special events as needed. • Other duties as assigned
% of Time	ESSENTIAL FUNCTIONS – REPAIRS SECTION, OUTLYING GARAGES, 2ND SHIFT
100%	<ul style="list-style-type: none"> • Perform lubrication of heavy equipment, change engine oil, transmission oil, hydraulic fluids, change all system filters, check and fill all system fluids, apply various types of grease to fittings and other components. • Adjust brakes, replace basic brake components such as slack adjusters and brake chambers. • Perform minor repairs, test and/or replace vehicle batteries, perform parts replacement and adjustments on vehicles and other equipment as directed. Assist vehicle service technicians on maintenance and repair work. • Report needed repairs to the repair section personnel. • Report discovered equipment damage to management. • Mount and dismount attachments such as plows, rakes, hoppers, mowers, etc. • Other duties as assigned.
% of Time	ESSENTIAL FUNCTIONS – REPAIRS SECTION, CENTRAL REPAIR GARAGE, 1ST SHIFT
100%	<ul style="list-style-type: none"> • Perform service calls and towing, including towing and vehicle retrieval of all City vehicles and equipment. • Removal of decals, markings and special equipment as needed to prepare decommissioned vehicles and equipment for sale or disposal. • Perform preventive maintenance and minor repairs on City owned vehicles and equipment, test and/or replace vehicle batteries, perform parts replacement and adjustments on vehicles and other equipment as directed. Assist vehicle service technicians on maintenance and repair work. • Mount and dismount attachments such as plows, rakes, hoppers, mowers, etc. • Removal of snow from fleet services-occupied premises, including plowing, salting, use of a walk-behind snow blower, and/or shoveling. • Other duties as assigned.
% of Time	ESSENTIAL FUNCTIONS – REPAIRS OFFICES, CENTRAL REPAIR GARAGE, 1ST SHIFT
100%	<ul style="list-style-type: none"> • Act as liaison between customers, drivers, and equipment operators and the repair staff, first and second shifts, and between Fleet Services and other departments and sections. • Coordinate repairs and preventive maintenance inspections (PM's) scheduled for repair locations. Contact departments and the vehicle operators to ensure timeliness of PM's to be conducted, and correct diagnosis of repairs. • Perform clerical and typing tasks involved in the maintenance and processing of equipment, maintenance and time records. • Enter new equipment records and maintain equipment records in the fleet maintenance information system. Review work orders and other documents for accuracy, make corrections, maintain system records. • Assign work tasks, open repair work orders, issue service orders. • Other duties as assigned.
% of Time	ESSENTIAL FUNCTIONS – TIRE SHOP, ALL SHIFTS
100%	<ul style="list-style-type: none"> • Inspect, repair and replace tires, tubes and rims as needed for all City owned equipment. Change tires in the shop and in the field under all weather conditions. • Monitor inventory levels, make recommendations and report any problems or trends related to the condition and safety of the fleet tires. • Properly complete all necessary forms and paperwork related to the Tire Shop.

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% of Time	ESSENTIAL FUNCTIONS – TIRE SHOP, ALL SHIFTS
	<ul style="list-style-type: none"> • Conduct all phases of the first or second shift operation unassisted. Maintain security of the tire shop, respond to all emergency calls and service requests. Work extended hours to meet the second shift emergency requests. • LEAD WORKER: Directly supervise personnel activities of the tire shop to include regular scheduling, emergency scheduling, and daily time keeping. Maintain security of the tire shop equipment and inventory, and oversee the maintenance of the tire trucks. Ensure an adequate inventory of tires, write service orders for recaps and repairs of tires. Requisition new tires as needed and maintain the police department tire inventory. • Other duties as assigned.

B. PERIPHERAL DUTIES

PERIPHERAL DUTIES	
	<ul style="list-style-type: none"> • Fleet Maintenance Technicians at all locations are subject to emergency call-outs for snow duty and other emergencies, and may work long overtime hours on occasion during normal hours, weekends and holidays in the performance of their duties.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

OPERATIONS: Danielle Rodriguez, Daniel Lewand, Frederick Pattillo, Samantha Hartung, Brian Field.
 REPAIRS: Justin Groeschel, Patrick Powers, Michael Strehlow, Jason Maline, Carl Tillman, Nick Bontempo, Robert Westermann.

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

Routine duties are performed without direct supervision. Work is reviewed and certified by the Fleet Operations Supervisors, Fleet Repair Supervisors and the Inventory Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.
 Tire Shop Lead Worker (full time), Lincoln and Ruby Fleet Maintenance Technicians (part/full time) = 7

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:

a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work	e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)
7	Fleet Maintenance Technicians assigned to the Tire Shop, transitional duty employees and/or laborers assigned to Lincoln, Ruby, and Ziedler Building.	a, b, c, d, e

Start Here!

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

- i. **Education and Experience:**
 High school diploma or equivalent; must have a minimum of three years' experience as an Operations Driver Worker. Experience in the operation of special equipment is valuable; prior knowledge of DPW field operations is helpful.

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- ii. Knowledge, Skills and Abilities:
Ability to communicate clearly and understandably by radio and telephone; strong ability to evaluate and satisfy customer requests for assistance. Ability to deal tactfully with City employees that use garage facilities.
- iii. Certifications, Licenses, Registrations:
Valid Wisconsin Driver License with a Class B CDL throughout employment.
- iv. Other Requirements:
Ability to accomplish any and all assignments with little or no supervision. Willing and able to work a schedule involving varied start times as necessary including weekends, holidays and emergency operations. Must be able to work shifts lasting a minimum of 12 to 16 hours when required by emergency operations.

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.

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 checked="" 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" 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 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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).

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.

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

DEPENDING ON WORK ASSIGNMENT:

<input 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 checked="" 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 checked="" 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 checked="" 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:

<input 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, and 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 checked="" 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 (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input checked="" 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 checked="" 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 checked="" 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.)

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.

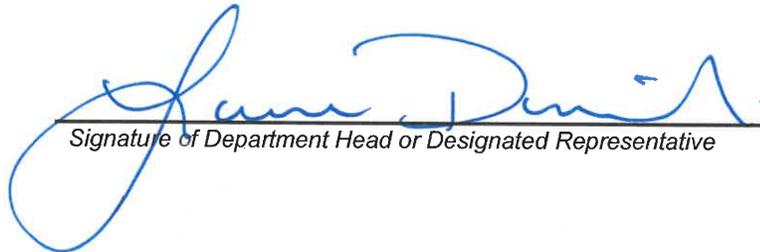
CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" 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 checked="" type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

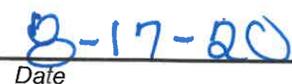
L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that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

The Fleet Maintenance Technicians provide a critical service by supporting all facets of the DPW-Operations Fleet Services Section. The Fleet Operations and Fleet Repairs section functions serve as a support base for all DPW functions and several other City departments, including Milwaukee Police Department. The Department of Public Works is committed to providing the highest quality of services to its internal and external customers.

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



Signature of Department Head or Designated Representative



Date

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.