



Department of Public Works
Infrastructure Services Division

Jerrel Kruschke, P.E.
Commissioner of Public Works

Kevin J. Muhs, P.E., AICP
City Engineer

Timothy J. Thur, P.E.
Infrastructure Administration Manager

November 21, 2024

City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706

Request: Extension of Temporary Appointment Request – Dalron Robinson

Dear Commissioners,

The Department of Public Works (DPW) – Infrastructure Services is requesting to extend the temporary appointment for Dalron Robinson to the position of Temporary City Laborer. This is the first extension request.

This past summer, Dalron Robinson participated in the Transportation Roadbuilding Advancement Pre-Apprenticeship – YouthBuild – Program within DPW Infrastructure. This programming was a collaborative effort involving other City Departments and various local workforce development partners.

Dalron Robinson started the Temporary City Laborer temporary appointment on September 30, 2024, with an expiration date of December 21, 2024.

This request is necessary to provide a continuation of work to an individual who successfully participated in a workforce development partnership and to cover various duties and responsibilities of the City Laborer position. Dalron Robinson has experience performing work in the Temporary City Laborer title and is familiar with the various job requirements and daily work routines. The approval of this request will support our workforce development efforts and provide temporary staff support.

The Department respectfully requests a six-month temporary appointment extension for Dalron Robinson, from December 22, 2024 through June 21, 2025. This will allow enough time to complete the hiring process and make a permanent hire.

Thank you for your consideration. Please contact Karen Biernat, Human Resources Analyst, Sr., at DPW-Infra-HR@milwaukee.gov or 414-286-5677, with any questions in regard to this request.

Sincerely,

Signed by:

07BC33DE57444A2...

Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Thomas Wangerin, Brian Peksa, and Carnita Rembert



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/ISD/Trans. Infra./St. Mnt.	LAST NAME Robinson	FIRST NAME Dalron	INITIAL
AUTHORIZED POSITION TITLE Temporary City Laborer	PAY RANGE 9MN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 10757
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 12/22/24	ANTICIPATED EXPIRATION DATE 6/21/25	T.A. RATE OF PAY \$1,548.87
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: The temporary appointment is needed to supplement our staff with laborers while our vacancies are being filled. Our laborers assist in performing pothole patching, concrete restoration, crackfilling, maintenance of gravel shoulders, and traffic control management.			
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: Dalron was one of three laborers working with Street Maintenance through the Youthbuild program and has gained the skills and knowledge necessary to work with our maintenance crews through the program as well as his initial temporary appointment as a Temporary City Laborer from 9/23/24 to present.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Youthbuild Program	<u>WORK EXPERIENCE:</u> On-the-job training with Street Maintenance crews for five months	<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-ISD-Street Maintenance	CURRENT POSITION TITLE: Temporary City Laborer	EMPLOYEE ID NUMBER: 038631
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 APPOINTEE 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 Tom Wangerin	SIGNATURE 	TITLE Street Services Manager	DATE 11/21/24
APPROVING OFFICER Tim Thur	Does Not Apply SIGNATURE 	TITLE Infra. Administration Manager	DATE 11/21/24
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

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
Robinson, Dalron		11/21/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	\$1,548.87

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

11-22-24
 Date Signed

Tom Wangerin
 Witness Name (Print)


 Witness Signature

DALRON ROBINSON

PROFESSIONAL SUMMARY

Reliable carpenter with excellent manual dexterity and problem-solving skills. Knowledgeable in safety protocols and construction techniques. Offers willingness to learn in any capacity. Diligent construction team member knowledgeable about organizing supplies, operating equipment and helping skilled workers complete demanding work. Outstanding professionalism working in commercial and residential construction.

SKILLS & CERTIFICATIONS

- OSHA 10
- OSHA 30
- Flagger Certification
- Operating Engineers (in-progress)
- Technical Aptitude
- Initiative-Taking
- Carpentry Experience
- Hand-tool proficiency
- Apprenticeship Readiness
- Worksite Safety

PROFESSIONAL EXPERIENCE

WRTP/BIG STEP: YOUTHBUILD PROGRAM PRE-APPRENTICE

January 2024-Present
Milwaukee, WI

- Upheld high safety standards while using power tools, machinery, or other potentially dangerous equipment
- Expanded understanding of industry-specific tools and equipment through regular use and maintenance
- Achieved greater understanding of road-construction operations by regularly attending meetings and presentations
- Excelled at time management while balancing academic responsibilities alongside apprenticeship commitments successfully
- Contributed to increased safety awareness by adhering to guidelines, best practices, and workplace regulations
- Acquired valuable industry-specific knowledge by attending workshops, seminars, and company-sponsored training programs

VOLUNTEER EXPERIENCE

Victory Garden Initiative

May-Present 2024

- Assisted in composting operations, including managing compost bins, turning compost, and ensuring proper aeration and moisture levels
- Participated in planting a wide variety of vegetable, herbs and flowers, following seasonal planting schedules and garden plans
- Worked closely with staff and fellow volunteers to execute garden tasks and activities

EDUCATION

Literacy Services of Wisconsin

Expected Graduation: August 2024

REFERENCES AVAILABLE UPON REQUEST

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: 9/21/2023		2. Present Incumbent: Various		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent:		If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of			Bureau: Public Works Division: Various		Unit: Section:
6. Work Location: Varies			Telephone: Email:		Work Schedule: Varies by Division/Section, Normally Hours: 6:45 a.m. – 3:15 pm / Normally 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: Temporary City Laborer		Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):		9MN		
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Performs light to heavy manual labor within various departments in DPW. Temporary City Laborers will use and operate various equipment and tools needed to perform their duties. These tools and equipment include shovels, brooms, rakes, air hammers, compressors, pneumatic tools, etc. Temporary City Laborers will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc. Temporary City Laborers will be expected to perform their duties in all environmental and inclement weather conditions; hot weather, cold weather, rain, etc. Temporary City Laborers may be required to perform duties under unpleasant working conditions.

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 FUNCTION
5	• Prepares the work site. (Breaks out defective pavement and removes debris from the work site, digs trenches, operates mechanical and pneumatic tools.)
5	• Assists with the placement of barricades for crew safety.
5	• Helps in concrete, asphalt, crack filling, and patching work and special crews (example: permanent barricading and metal guard rail installation).
5	• Operates compaction equipment as directed, including vibratory roller, plate compactor, tar hose, etc.
5	• Responsible for the loading and unloading of trucks. Perform manual labor such as lifting, pushing and pulling waste carts and other large items such as furniture and brush.
5	• Works on sewer cleaning and repair crews.
5	• Cleans coagulation basins, filter beds, and tanks.
5	• Assists with patch truck tasks and/or cable pulling.
5	• Assignment to other related duties such as (snow removal, plant and yard crews, emergency assignments, and removal of brush, grass and weeds.)

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.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Uses a variety of hand tools, such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, pruners, and the like, in construction and maintenance work.
5	• Operates air compressors, pumps, concrete mixer, concrete cutting saw, snow blowers, forklift truck and skid loader as required. Operates a variety of hand operated power equipment, such as air hammers, concrete saws, power mowers, pumps, tampers, and the like, in construction and maintenance work.
5	• Cleaning construction site of materials, equipment and debris. Performs custodial work, such as sweeping and cleaning.
5	• Plants trees, grass, shrubs, and flowers; lays sod; and assists in general maintenance of green areas
5	• Sorts, moves, and stacks materials.
5	• Shovels snow, spreads sand or salt on icy streets and/or sidewalks. Cleans drains on bridges and viaducts. Perform general bridge maintenance as required.
5	• Assists and performs supplementary duties for tradespeople.
5	• Performs emergency work of various kinds, including that which he/she is required to do outside his/her regular working hours such as plowing, salting, or other ice control operations.
5	• Places traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety.
10	• Perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Crew Leader or appropriate Supervisor. Varies by division and section.

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

Work is reviewed while in progress and upon completion. Constant supervision is required only for unfamiliar tasks. Work schedules are prepared by District Managers. Work is scheduled and reviewed on a daily basis by the District Manager. Daily supervision is provided by the Crew Leader or appropriate Supervisor.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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)

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

i. Education and Experience:

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ii.

iii. Knowledge, Skills and Abilities:

Good work attendance; sound judgement; good customer service skills; ability to work effectively with diverse groups of people inside and outside the organization and as a team member; ability to interact with the public courteously; ability to understand and follow departmental rules, policies and procedures; ability to follow directions (both oral and written) and schedules; ability to read maps and navigate; ability to operate City equipment safely and legally; good physical condition and ability to lift and carry heavy objects; ability to withstand prolonged exposure to severe and variable weather conditions. Must have the ability to rake, lute, and shovel bituminous materials and other construction materials. Ability to climb ladders or scaffolding both above and below grade. Must be able to lift and work with equipment that includes a #90 pound airhammer. Mechanical ability to operate pneumatic equipment.

iv. Certifications, Licenses, Registrations:

v. Other Requirements:

Good organizational skills. Must be diplomatic when dealing with the general public. Should be industrious, careful, reliable and able to get along with fellow workers. Overtime work may be required.

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 checked="" 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 checked="" 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 checked="" 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 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.

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"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 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 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 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 checked="" 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: 100%**

CHECK ALL THAT APPLY:

<input 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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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.

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"/>	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 checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" 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 type="checkbox"/> Camera and photographic equipment	<input type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input 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 type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Any tools that may be used by the Field Crews.	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>): Construction equipment and tools.	

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 Temporary City Laborer is required to perform lifting and working with equipment that includes a #90 lb. airhammer and other tools that weigh up to 100 lbs. They must exhibit good safety judgement as the materials and working conditions can be hazardous.

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

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.



Department of Public Works
Infrastructure Services Division

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Timothy J. Thur, P.E.
Infrastructure Administration Manager

November 21, 2024

City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706

Request: Extension of Temporary Appointment Request – Jeremy Kyles

Dear Commissioners,

The Department of Public Works (DPW) – Infrastructure Services is requesting to extend the temporary appointment for Jeremy Kyles to the position of Temporary City Laborer. This is the first extension request.

This past summer, Jeremy Kyles participated in the Transportation Roadbuilding Advancement Pre-Apprenticeship – YouthBuild – Program within DPW Infrastructure. This programming was a collaborative effort involving other City Departments and various local workforce development partners.

Jeremy Kyles started the Temporary City Laborer temporary appointment on September 30, 2024, with an expiration date of December 21, 2024.

This request is necessary to provide a continuation of work to an individual who successfully participated in a workforce development partnership and to cover various duties and responsibilities of the City Laborer position. Jeremy Kyles has experience performing work in the Temporary City Laborer title and is familiar with the various job requirements and daily work routines. The approval of this request will support our workforce development efforts and provide temporary staff support.

The Department respectfully requests a six-month temporary appointment extension for Jeremy Kyles, from December 22, 2024 through June 21, 2025. This will allow enough time to complete the hiring process and make a permanent hire.

Thank you for your consideration. Please contact Karen Biernat, Human Resources Analyst, Sr., at DPW-Infra-HR@milwaukee.gov or 414-286-5677, with any questions in regard to this request.

Sincerely,

Signed by:

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Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Thomas Wangerin, Brian Peksa, and Carnita Rembert



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW/ISD/Trans. Infra./St. Mnt.	LAST NAME Kyles	FIRST NAME Jeremy	INITIAL
AUTHORIZED POSITION TITLE Temporary City Laborer	PAY RANGE 9MN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 10757
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 12/22/24	ANTICIPATED EXPIRATION DATE 6/21/25	T.A. RATE OF PAY \$1,548.87
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: The temporary appointment is needed to supplement our staff with laborers while our vacancies are being filled. Our laborers assist in performing pothole patching, concrete restoration, crackfilling, maintenance of gravel shoulders, and traffic control management.			
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: Jeremy was one of three laborers working with Street Maintenance through the Youthbuild program and has gained the skills and knowledge necessary to work with our maintenance crews through the program as well as his initial temporary appointment as a Temporary City Laborer from 9/23/24 to present.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Youthbuild Program	WORK EXPERIENCE: On-the-job training with Street Maintenance crews for five months	OTHER REQUIREMENTS (i.e. LICENSES)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-ISD-Street Maintenance	CURRENT POSITION TITLE: Temporary City Laborer	EMPLOYEE ID NUMBER: 038630
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 APPOINTEE 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 Tom Wangerin	SIGNATURE 	TITLE Street Services Manager	DATE 11/21/24
APPROVING OFFICER Tim Thur	SIGNATURE 	TITLE Infra. Administration Manager	DATE 11/21/24
P0766D12E4AF49A... 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
Kyles, Jeremy		11/21/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	\$1,548.87

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

11/22/2024
 Date Signed

Tom Wangerin
 Witness Name (Print)


 Witness Signature

JEREMY KYLES

PROFESSIONAL SUMMARY

Hardworking individuals with talents in leadership, communication, collaboration. Experience in safety training, and known for safely and effectively completing tasks on time. Respectful and punctual employee who can multitask with ease.

SKILLS & CERTIFICATIONS

- OSHA 10
- OSHA 30
- Flagger Certification
- CPR/First Aide
- Operating Engineers (in-progress)
- Hand-tool proficiency
- Initiative-Taking
- Worksite Safety

PROFESSIONAL EXPERIENCE

WRTP/BIG STEP: YOUTHBUILD PROGRAM

PRE-APPRENTICE

February 2024-Present
Milwaukee, WI

- Gained fundamental knowledge in the trades through hands-on training and guidance from skilled mentors
- Strengthened problem-solving abilities by collaborating with team members to address challenges during projects
- Established positive relationships with coworkers, while fostering a collaborative environment for mutual growth and development
- Demonstrated adaptability by quickly learning new techniques when working alongside different professionals within the field

Ritus Corporation

MACHINE OPERATOR

February 2022-March 2023
Milwaukee, WI

- Trained new employees on plotter operation, boosting team productivity and skill levels
- Enhanced workplace safety by adhering to company guidelines and regulations during machine operation
- Demonstrated excellent attention-to-detail skills while proofreading layouts before plotting, identifying errors that could have led to costly rework or delays
- Followed detailed instructions to operate machines with accuracy and produce quality products

Walmart

CASHIER

January 2021-January 2022
Milwaukee, WI

- Greeted customers entering store and responded promptly to customer needs
- Maintained a balanced cash drawer, ensuring accurate accounting at the end of each shift
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy
- Resolved customer complaints professionally, leading to improved customer relations and loyalty

VOLUNTEER EXPERIENCE

Victory Garden Initiative

May-Present 2024

- Assisted in composting operations, including managing compost bins, turning compost, and ensuring proper aeration and moisture levels
- Participated in planting a wide variety of vegetable, herbs and flowers, following seasonal planting schedules and garden plans
- Worked closely with staff and fellow volunteers to execute garden tasks and activities

EDUCATION

Literacy Services of Wisconsin

Expected Graduation: October 2024

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: 9/21/2023	2. Present Incumbent: Various	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:	4. Previous Incumbent:		
5. Department: Public Works, Dept. of	Bureau: Public Works Division: Various	Unit: Section:	
6. Work Location: Varies	Telephone: Email:	Work Schedule: Varies by Division/Section, Normally Hours: 6:45 a.m. – 3:15 pm / Normally 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: Temporary City Laborer	Underfill Title (if applicable): Requested Title (if applicable):	Pay Range	Job Code
		9MN	
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Performs light to heavy manual labor within various departments in DPW. Temporary City Laborers will use and operate various equipment and tools needed to perform their duties. These tools and equipment include shovels, brooms, rakes, air hammers, compressors, pneumatic tools, etc. Temporary City Laborers will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc. Temporary City Laborers will be expected to perform their duties in all environmental and inclement weather conditions; hot weather, cold weather, rain, etc. Temporary City Laborers may be required to perform duties under unpleasant working conditions.

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 FUNCTION
5	• Prepares the work site. (Breaks out defective pavement and removes debris from the work site, digs trenches, operates mechanical and pneumatic tools.)
5	• Assists with the placement of barricades for crew safety.
5	• Helps in concrete, asphalt, crack filling, and patching work and special crews (example: permanent barricading and metal guard rail installation).
5	• Operates compaction equipment as directed, including vibratory roller, plate compactor, tar hose, etc.
5	• Responsible for the loading and unloading of trucks. Perform manual labor such as lifting, pushing and pulling waste carts and other large items such as furniture and brush.
5	• Works on sewer cleaning and repair crews.
5	• Cleans coagulation basins, filter beds, and tanks.
5	• Assists with patch truck tasks and/or cable pulling.
5	• Assignment to other related duties such as (snow removal, plant and yard crews, emergency assignments, and removal of brush, grass and weeds.)

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.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Uses a variety of hand tools, such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, pruners, and the like, in construction and maintenance work.
5	• Operates air compressors, pumps, concrete mixer, concrete cutting saw, snow blowers, forklift truck and skid loader as required. Operates a variety of hand operated power equipment, such as air hammers, concrete saws, power mowers, pumps, tampers, and the like, in construction and maintenance work.
5	• Cleaning construction site of materials, equipment and debris. Performs custodial work, such as sweeping and cleaning.
5	• Plants trees, grass, shrubs, and flowers; lays sod; and assists in general maintenance of green areas
5	• Sorts, moves, and stacks materials.
5	• Shovels snow, spreads sand or salt on icy streets and/or sidewalks. Cleans drains on bridges and viaducts. Perform general bridge maintenance as required.
5	• Assists and performs supplementary duties for tradespeople.
5	• Performs emergency work of various kinds, including that which he/she is required to do outside his/her regular working hours such as plowing, salting, or other ice control operations.
5	• Places traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety.
10	• Perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Crew Leader or appropriate Supervisor. Varies by division and section.

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

Work is reviewed while in progress and upon completion. Constant supervision is required only for unfamiliar tasks. Work schedules are prepared by District Managers. Work is scheduled and reviewed on a daily basis by the District Manager. Daily supervision is provided by the Crew Leader or appropriate Supervisor.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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	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)

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

i. Education and Experience:

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.

ii.

iii. Knowledge, Skills and Abilities:

Good work attendance; sound judgement; good customer service skills; ability to work effectively with diverse groups of people inside and outside the organization and as a team member; ability to interact with the public courteously; ability to understand and follow departmental rules, policies and procedures; ability to follow directions (both oral and written) and schedules; ability to read maps and navigate; ability to operate City equipment safely and legally; good physical condition and ability to lift and carry heavy objects; ability to withstand prolonged exposure to severe and variable weather conditions. Must have the ability to rake, lute, and shovel bituminous materials and other construction materials. Ability to climb ladders or scaffolding both above and below grade. Must be able to lift and work with equipment that includes a #90 pound airhammer. Mechanical ability to operate pneumatic equipment.

iv. Certifications, Licenses, Registrations:

v. Other Requirements:

Good organizational skills. Must be diplomatic when dealing with the general public. Should be industrious, careful, reliable and able to get along with fellow workers. Overtime work may be required.

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 checked="" 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 checked="" 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 checked="" 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 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.

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"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 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 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 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 checked="" 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: 100%**

CHECK ALL THAT APPLY:

<input 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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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.

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"/>	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 checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" 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.)

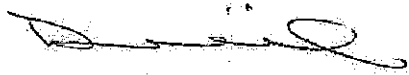
CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input 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 type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Any tools that may be used by the Field Crews.	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>): Construction equipment and tools.	

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 Temporary City Laborer is required to perform lifting and working with equipment that includes a #90 lb. airhammer and other tools that weigh up to 100 lbs. They must exhibit good safety judgement as the materials and working conditions can be hazardous.

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



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.



Department of Public Works
Infrastructure Services Division

Jerrel Kruschke, P.E.
Commissioner of Public Works

Kevin J. Muhs, P.E., AICP
City Engineer

Timothy J. Thur, P.E.
Infrastructure Administration Manager

November 20, 2024

City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706

Request: Extension of Temporary Appointment – Jarrod Johnson

Dear Commissioners:

The Department of Public Works, Infrastructure Services, is requesting to extend the temporary appointment for Jarrod Johnson to the position of Street Repair Supervisor. This is the first request.

Jarro Johnson was hired on April 14, 2008, as a seasonal City Laborer. They gained regular status on November 1, 2009, and were promoted to the position of Infrastructure Repair Crew Leader on June 14, 2020. Jarrod Johnson has been in a leadership role for over four years, which exceeds the minimum requirements for this position.

Jarro Johnson started the Street Supervisor temporary appointment on September 1, 2024 with an expiration date of December 7, 2024.

This request is necessary to cover the duties and responsibilities of the Street Repair Supervisor while the incumbent is on an extended leave of absence.

The Street Repair Supervisor oversees at least two crews performing pavement restorations and plays a critical role on the Department's Snow and Ice Team, serving as a supervisor at an assigned yard during different types of operations.

The department respectfully requests permission to extend Jarrod Johnson's temporary appointment from December 8, 2024 through December 20, 2025. The temporary appointment will expire in the event the incumbent is able to return from their leave of absence.

Thank you for your consideration. Please contact Karen Biernat, Human Resources Analyst, Sr., at DPW-Infra-HR@milwaukee.gov or 414-286-5677, with any questions in regard to this request.

Kind Regards,

Signed by:

07BC33DE57444A2

Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Thomas Wangerin, Brian Peksa, and Carnita Rembert



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



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 - Infrastructure Services	LAST NAME Johnson	FIRST NAME Jarrod	INITIAL T
AUTHORIZED POSITION TITLE Street Repair Supervisor	PAY RANGE 1EX	F&P COMMITTEE APPROVAL DATE 9/18/24	REQUISITION # 11309
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 checked="" 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 12/8/2024	ANTICIPATED EXPIRATION DATE 12/20/2025	T.A. RATE OF PAY \$2,714.39
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: The Temporary Appointment is needed to cover the title while the current incumbent is on an extended leave to recover from a significant injury.			
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: This employee was originally selected from an eligible list for an expected Temporary Appointment at this title starting 1/22/24. The appointment did not turn out to be necessary due to a rescheduling of another employee's surgery. This selection was made based off of that original assignment and list.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Training: Leadership, Payroll forms, Inventory Transaction forms for material purchase.	WORK EXPERIENCE: Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position 16 years of experience in DPW, 4 in a leadership position (IRCL) with Street Maintenance	OTHER REQUIREMENTS (i.e. LICENSES): Valid driver's license	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW - Street Maintenance	CURRENT POSITION TITLE: Infra. Repair Crew Leader	EMPLOYEE ID NUMBER: 018804
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 Brian Peksa	SIGNATURE 	TITLE Street Repair District Manager	DATE 11/15/2024
APPROVING OFFICER Kevin Muhs	SIGNATURE 	TITLE City Engineer	DATE 11/20/2024
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
Johnson, Jarrod T.		11/15/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Street Repair Supervisor	1EX	\$2,714.39

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

11.15.24

Date Signed

 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: 8/29/24		2. Present Incumbent: Dillon, Masai		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			Bureau: Infrastructure Services		Unit: Street Maintenance Section: Transportation Infrastructure
6. Work Location: Field Headquarters: 3850 N. 35 th St.			Telephone: 414-286-3425 Email:		Work Schedule: Hours: 6:45 am – 3:15 pm / Days: Mon - Fri
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?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Present Title: Street Repair Supervisor			Pay Range	Job Code
				1EX	4374
	Underfill Title (if applicable):				
Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by:		
			Date:		

11. BASIC FUNCTION OF POSITION:

The Street Repair Supervisor is responsible for supervising one of the following types of crews: concrete crew, concrete pavement excavation repair crew, or asphalt pavement excavation repair crew. They may also be responsible for supervising and coordinating the work of up to eight crews of one of the following types of work: crackfilling crews or pothole patching crews. They are responsible for the day to day activities of the crews that they supervise. They schedule and coordinate the work activities for that street maintenance crew. They complete the daily time sheet for their crew/s. During snow operations these Street Repair Supervisors work with DPW Operations Division coordinating snow removal operations.

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 FUNCTION
45%	<ul style="list-style-type: none"> Supervise, plan, schedule and coordinate the daily work activities of their assigned crew/s on a daily basis. This crew can consist of 2 to 15 employees plus an operation driver worker and an equipment operator. This crew can include a combination of City Employees, Temporary Workers and Transform Milwaukee Jobs workers.
25%	<ul style="list-style-type: none"> Maintain Street Maintenance records, construction documentation and crew daily work reports. Complete daily time sheet for their crews Teach their crew/s in safe work procedures and provide training for employees on proper construction techniques. Ensure that all employees follow the safe work procedures and use proper construction techniques. Order material needed by their crew/s and make sure that their crew/s has the proper equipment.
10%	<ul style="list-style-type: none"> Assist the Street Repair District Manager in performing field surveys the condition of the streets and alleys within the City of Milwaukee. The Department uses these field surveys to prepare: an annual repair program for O&M work, recommendations for permanent pavement improvements, and annual maintenance contracts such as crackfilling and sealcoating.

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
10%	<ul style="list-style-type: none"> • Navigate computer programs used by Street Maintenance; Road Matrix, Road Life, Microsoft Office, DPW Apps, email, etc. • Investigate and approve completed EB-49 Injury reports. • Inform supervisor of employees that disrupt crews and may need disciplinary action. • Assist in rating employees for their probationary reports. • Recommend new construction methods and the use of new products.
5%	<ul style="list-style-type: none"> • Contact property owners regarding crew activities that may affect the property owners. Provide cost estimates for property owners as needed. • Assume the duties of the other Street Repair Supervisors or Street Operations Supervisors in their absence.
5%	<ul style="list-style-type: none"> • Perform other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Paschal Frazier, Jason Brock, Jim Charles: Street Operations Supervisor

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

Maintain daily contact with Street Operations Supervisors and Street Repair District Managers. The Street Repair District Managers and the Street Operations Supervisors review completed work, inspect work for completeness and for meeting quality standards, reviews crew production, and directs planning for future work assignments.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **10-15**

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> 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)
1-3	Infrastructure Repair Crew Leader	a-h
2-5	Infrastructure Repair Worker 1	a-h
1-2	Cement Finisher	a-h
1-2	Cement Finisher Helper 1, 2, or 3	a-h
2-4	City Laborer	a-h
1-2	Operation Driver Worker	a-h
1-2	Temporary/Trainee Employee	a-h

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

i. Education and Experience:

Regular status as a City of Milwaukee Department of Public works employee, having successfully completed a probationary period for a civil service position, status as a City of Milwaukee employee in a fixed term position with the Department of Public Works.

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Two years of experience at the level of Infrastructure Repair Crew Leader, Cement Finisher, or equivalent title performing work involving street repair, maintenance, and/or supervision of field staff.

Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of construction methods and experience in general supervision of construction trades. Knowledge of street maintenance documentation and procedures.
- Knowledge and experience with computer applications such as Microsoft office suite. Excellent communication and interpersonal skills to deal effectively with problems that arise with field personnel.

Skills:

- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals, including the public, contractors, elected officials, other employees and management, whose backgrounds may differ from one's own.
- Skills to be well organized, flexible, and able to meet deadlines and goals.
- Skills to establish clear expectations while effectively leading and guiding staff to meet departmental needs.
- Written communication skills to create clear and concise business communications such as memo, reports, budget summaries, policies, procedures and performance reviews.

Abilities:

- Ability to set clear expectations, supervise staff by providing guidance, and ensure projects meet expectations and deadlines.
- Ability to work diplomatically with the public and elected officials and resolve their problems, and maintain good public relations.
- Ability to learn about and become familiar with the operation of specialized equipment (melter units, air compressors, compactors, and air hammers).
- Ability to interpret engineer's grade and special markings.
- Ability to prepare reports in an accurate and legible manner.
- Ability to maintain confidentiality.
- Ability to build and maintain effective working relationships

ii. Certifications, Licenses, Registrations:

A valid Wisconsin driver's license at time of application and throughout employment.

iii. Other Requirements:

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 checked="" 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.

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

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.

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: 5%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input 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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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:

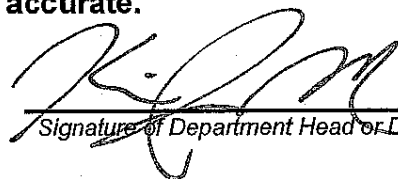
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

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 type="checkbox"/>	Commercial vehicle	<input checked="" 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 checked="" 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 characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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



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.

Jarrold Johnson



PROFILE

- Highly reliable professional who consistently demonstrates integrity and sound judgment
- Works well independently as well as collaboratively in a team environment
- Reputation for exceptional customer relations by demonstrating good listening skills and compassion
- Quick learner eager to acquire and apply new skills

EXPERIENCE

City of Milwaukee – Milwaukee, WI

DPW Labor

Infrastructure Regular Worker

April 2008 – Nov 2017

Nov 2017 – Present

- Perform manual labor to assist in the construction and maintenance of the City's streets and bridges, sewers, and electrical infrastructure: dig trenches and break up and dislodge rocks, concrete, asphalt, and other hard material at work sites using small and large air hammers and hand tools such as picks, sledge hammers, and wrecking bars.
- Shovel gravel, asphalt, dirt, and other material into and out of trenches, holes, wheelbarrows, and trucks using shovels and rakes; dig around sewer mains and catch basins using shovels and picks.
- Remove sod to expose underground conduit and cable boxes; push and pull cable through underground conduit.
- Use power tampers, plate compactors, and vibratory rollers to level/compact soil or other material such as asphalt and gravel; use hand tampers to level sod.
- Use manhole hooks to lift and carry manhole covers weighing from 50 to 150 pounds; assist in placing precast manholes and catch basins.
- Climb into and out of sewer holes to perform sewer cleaning and repair.
- Mix mortar or cement by hand.
- Carry buckets weighing up to 50 pounds, and pull and drag hoses.
- Blow debris out of cracks and potholes using air compressors.
- Operate concrete cutting saws, pumps, and concrete mixers; manipulate concrete chutes to pour concrete.
- Distribute patching material into potholes and cracks.

- Flatten asphalt using power rollers.
- Perform general bridge maintenance, including cleaning drains on bridges and viaducts; install metal guard rails.
- Clean coagulation basins, filter beds, and tanks.

Carmax

Sales Associate

February 2017 – August 2018

- Providing exceptional service throughout the customer's experience.
- Communicating effectively both in-person and over the phone to discover the customer's wants and needs.
- Navigating and using various provided computer programs as selling tools.
- Consulting and guiding your customers to the appropriate next step based on their situation.
- Facilitating steps of the sale, such as the vehicle appraisal process, taking test drives, and submitting finance applications.
- Maintaining a working knowledge of CarMax products and appropriately recommending them to customers.
- Reading, collecting, and transcribing data in order to complete accurate paperwork.
- Building and maintaining strong relationships and demonstrating excellent teamwork.
- Maintaining the sales area so our vehicles and products are neatly and accurately displayed.

Beloit Beverage, Wow Distributing

Delivery Driver

October 2004 – August 2008

- Deliver company products to various stores, bars and retailers.
- Provide excellent customer service and soliciting sales/recommendations & creating an atmosphere of enjoyment
- Responsible for accurately computing bill for services and receiving payment
- Assist with setup of store displays and merchandising
- Perform end of day accounts return to employer

RR Home Improvement

Lead Abatement Supervisor

October 1999 to December 2004

- Supervises and coordinate activities of workers engaged in removing asbestos from ceilings, walls, floors, and other structures
- Review job specifications, inspect work site, and confers with contracting agent to evaluate removal project
- Hires new workers and instructs workers safety and removal procedure
- Examine workers equipment, such as respirator systems, air evacuation and filtration systems, and air quality testing devices, to ensure they meet company and government safety standards

Rent-A-Center/Get it Now
Account/Credit/Sales Manager

February 2001 to November 2002

- Oversee daily deliveries
- Monitor customer accounts
- Monitor/follow up with internet sales
- Responsible for showroom floor set up
- Monitor store inventory

EDUCATION & TRAINING

Milwaukee Technical High School -
Graduated 1991

University of Phoenix
Graduated 2003
Associate Degree – Business Arts