



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

September 23, 2025

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

Dear Commissioners,

Request: Extension of Temporary Appointment – Brennan DeSwarte

The Department of Public Works (DPW) – Infrastructure Services is requesting to extend the temporary appointment for Brennan DeSwarte to the title of Engineering Technician IV. This is a first extension request.

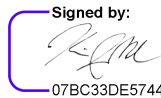
Brennan DeSwarte was hired as an Engineering Technician I on December 2, 2024. They were promoted after an underfill to Engineering Technician II on June 8, 2025.

The Department is in the process of an open recruitment. The Engineering Technician IV supports the critical operational needs in the Transportation Design and Field Engineering unit. The approval of this request will support continuity of work within this unit while the hiring process is completed. Brennan DeSwarte completed their associate degree in Civil Engineering Technology and passed their Certified Survey Technician, level 1, exam.

The Department respectfully requests a six-month extension of temporary appointment for Brennan DeSwarte from November 9, 2025 through May 9, 2026. 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-Infr-HR@milwaukee.gov or 414-286-5677, with any questions in regards to this request.

Sincerely,

Signed by:

07BC33DE57444A2...

Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Karen Biernat, Chad Chrisbaum, and Holly Rutenbeck



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	LAST NAME DeSwarte	FIRST NAME Brennan	INITIAL H
AUTHORIZED POSITION TITLE Engineering Technician IV	PAY RANGE 3TN	F&P COMMITTEE APPROVAL DATE 9/17/25	REQUISITION # 11949
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 11/9/25	ANTICIPATED EXPIRATION DATE 5/9/2026	T.A. RATE OF PAY 2,630.35
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: Due to ongoing recruitment issues and multiple employees on extended leaves, this position is needed to continue to deliver field surveys for the DPW local paving program.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Brennan DeSwarte has previous survey experience, education, and is a certified as a Survey Technician.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Milwaukee Area Technical College- AAS Civil Engineering Technology, Technical Diploma in Surveying and Mapping.		<u>WORK EXPERIENCE:</u> Southeastern Wisconsin Regional Planning Commission -10/2023-11/2024. City of Milwaukee-12/2/2024-Current	
<u>OTHER REQUIREMENTS (i.e. LICENSES):</u> Certified Survey Technician - Level 1 Cert. #: 0425-9102			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DPW	CURRENT POSITION TITLE: ET II	EMPLOYEE ID NUMBER: 039326
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.) ☒ No ☐ 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 <i>Holly Rutenberk</i>	SIGNATURE <i>Holly Rutenberk</i>	TITLE CE V	DATE 9/22/25
APPROVING OFFICER <i>Timothy Thur</i>	SIGNATURE <i>Timothy Thur</i>	TITLE Infrastructure Admin. Mgr.	DATE 9/23/25
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 (<i>last, first, middle</i>)		DATE
Brennan DeSwarte		09/19/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Engineering Technician IV	3TN	\$ 2,630.35

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

9/22/2025

Date Signed

Holly Rutenbeck

Witness Name (Print)

Witness Signature

Brennan DeSwarte

[REDACTED]

[REDACTED]

OBJECTIVE

Motivated and detail-oriented professional with a background in surveying, civil engineering, and construction management. Seeking a leadership role in municipal infrastructure or construction project management. I bring practical field experience, strong technical knowledge, and the ability to communicate effectively on-site and with project teams.

EDUCATION

Indiana State University — B.S. Construction Management (In Progress)

- Expected Graduation: May 2026

Milwaukee Area Technical College — A.A.S. Civil Engineering Technology

Milwaukee Area Technical College — Technical Diploma, Surveying and Mapping

CERTIFICATIONS

- Certified Survey Technician (CST) Level I Entry — National Society of Professional Surveyors

Certification #0425-9102 | Valid Through: 06/30/2026

- OSHA 30 Certified

EXPERIENCE

City of Milwaukee — Engineering Technician I

Milwaukee, WI | 2024–Present

- Perform utility and street surveys, verify layout accuracy, and document site conditions

- Use Trimble GPS and total stations to collect reliable field data
- Coordinate with engineers, contractors, and internal departments on daily project needs
- Handle field calculations and assist with project compliance and reporting

SEWRPC – Surveying Assistant

Waukesha, WI | 2022–2023

- Maintained section corners and set monuments across multiple sites
- Collected and recorded field data, created accurate sketches, and supported QA/QC
- Worked closely with senior staff on regional planning and surveying tasks

SKILLS

- Software: AutoCAD Civil 3D, MicroStation, Trimble Access/GPS
- Field Expertise: Utility surveying, site layout, topographic data collection
- Strengths: Communication, technical problem-solving, project coordination

Brennan DeSwarte

June 14, 2025

Human Resources Department

City of Milwaukee – Department of Public Works

841 N. Broadway

Milwaukee, WI 53202

Dear Hiring Committee,

I'm writing to apply for the Engineering Technician II position with the City of Milwaukee. In my current role as an Engineering Technician I, I've had the chance to gain hands-on experience with utility layout, infrastructure projects, and daily field operations. I'm ready to step up and take on more responsibility while continuing to grow in a department I enjoy being part of.

Every day, I work directly with survey crews, read and interpret plans, and use tools like Trimble GPS and total stations to make sure we're gathering accurate data. I've built good working relationships with contractors and city staff and understand how important coordination is to keep projects on track. My A.A.S. in Civil Engineering Technology and my ongoing Construction Management degree give me a solid foundation for both fieldwork and planning.

I also hold a Certified Survey Technician Level I Entry credential from NSPS, valid through 2026. That certification, along with my OSHA 30 training, shows my commitment to professionalism and accuracy in the work I do.

The City of Milwaukee has helped shape my career, and I take pride in the work I've contributed to. I'd welcome the opportunity to keep growing with the city and take on this next step. Thanks for your time and consideration.

Sincerely,

Brennan DeSwarte

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: 5/12/2025		2. Present Incumbent:		Is incumbent underfilling position? YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Dept. of Public Works			Bureau: Division: Infrastructure Services		Unit: Field Engineering Section: Transportation Infrastructure
6. Work Location: 3850 N. 35 th St.			Telephone: 414-286-0465 Email: hjruten@milwaukee.gov		Work Schedule: Hours: 7:00-3:30 / Days: M-F
7. Represented by a Union ? ☐ Yes ☒ No		8. Bargaining Unit: If in District Council 48, which local?			9. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt
10.	Official Title: Engineering Technician IV			Pay Range 3TN	Job Code 1887
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Engineering Technician IV serves as the assistant to the Engineering Technician V, who leads the survey crew conducting surveys for various improvement projects and related studies. The Engineering Technician IV assumes these duties when the crew lead is engaged in other design responsibilities. In addition to these tasks, the position also prepares estimates and certificates for various improvement projects.

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
70%	• Conduct field surveys and establish transit lines, gather cross-section data, and set grades using benchmark elevations for a variety of civil engineering projects including grade separations, structures, major arterials, property assessments, street and alley openings, sewers, water mains, tunnel dredging, street repairs, and drainage complaints.
15%	• Measure completed contract work and prepare payment certificates for contractors using Microsoft Office and other related software.
10%	• Assist in design preparation and construction planning for street and alley paving projects. • Assist in transferring electronic collected field data into CADD software to develop design plans and plans and sewer reports.
5	• Perform other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Mary Dziewiontkoski, Chief Design Engineer, Civil Engineer V

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.

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

Receives assignments from Civil Engineer V, Management Civil Engineer Senior, or Engineering Technician V/VI who provide guidance on methods, procedures, and objectives to help determine the level of detail required. Work is reviewed and approved by the Engineering Technician V/VI.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **1-2**.

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)
1-2	Engineering Technician I/II	a,b,c,d

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

i. Education and Experience:

1. Associate degree in civil engineering or an engineering field from an accredited college or university, AND Two years of engineering or construction inspection experience related to the essential functions listed above, OR Four years of engineering or construction inspection experience related to the essential functions listed above.

Equivalent combinations of education and experience may be considered.

ii. Certification, Licenses, Registrations:

- Valid Wisconsin Driver's License at the time of application and throughout employment.
- Good driving record at time of application and throughout employment.

iii. Other Requirements:

- Ability to work outdoors in various weather conditions and terrain.
- Ability to lift and carry equipment and materials as needed.

iv. Knowledge, Skills, Abilities, and Other Characteristics:

Technical:

- Proficiency with survey equipment including total station, data collector, level/leveling rod, and engineering tape.
- Proficient use of MicroStation and/or Civil 3D drafting software.
- Ability to read and interpret job-related documents.
- Knowledge of engineering-related mathematics, including algebra, trigonometry, and calculus.
- Ability to perform accurate data entry.
- Proficiency using Microsoft Office to produce documents and reports.
- Familiarity with street design criteria/codes, design software programs and design techniques.
- Proficiency in preparing cost estimates.
- Ability to produce accurate and detailed drawings, and proficiency in interpreting technical drawings and documents.

Communication and Interpersonal:

- Customer service skills to answer routine questions and work politely with internal and external customers.
- Ability to build and maintain effective working relationships.

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- Ability to work cooperatively in a team-oriented environment with people whose backgrounds may differ from one's own.
- Written communication skills to write clear and concise technical reports and compose general business correspondence.
- Verbal communication skills to communicate program information to various audiences.

Critical Thinking and Professionalism:

- Effective problem solving and critical thinking abilities, including analyzing information to evaluate options and determine optimal solutions.
- Planning, organizational, and time management skills, including the ability to prioritize work with varying deadlines.
- Organizational skills to be able to maintain accurate records.
- Time management skills to complete assignments on time.
- Ability to represent the department honestly and ethically.
- Honesty, integrity and the ability to serve as an effective steward of City resources.

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:

☒	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.
☒	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.
☒	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.
☒	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☒	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☒	Reaching: Extending Hand(s) and arm(s) in any direction.
☒	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	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.
☒	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☒	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	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.
☒	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.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

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.

☒	Driving: Minimum standards required by State Law (including license).
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H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☐	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.
☐	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.
☒	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.
☐	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.
☐	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:

☒	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).
☐	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.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	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: 50-60%**

CHECK ALL THAT APPLY:

☐	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☒	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.)
☒	The worker is subject to outside environmental conditions: No effective protection from weather.
☒	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☒	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.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☒	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 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.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	The worker is required to wear a respirator.

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

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

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

CHECK ALL THAT APPLY:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☒ Hand tools (please list): hammer, pick, shovel, grinder, chisel, manhole hook, maul	
☐ Office Machines (check all that apply): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ Other (please list):	

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

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

Signed by:

Kevin Mules

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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.