



February 27, 2023

Board of City Service Commissioners
c/o Department of Employee Relations
VIA EMAIL (DERCSC@milwaukee.gov)

RE: Request to Extend Temporary Appointment
Water Field Supervisor – Jonathan Park

Dear City Service Commissioners:

Milwaukee Water Works (MWW) requests an extension of the temporary appointment of Jonathan Park to the position of Water Field Supervisor – Auxiliary. Mr. Park was temporarily appointed to the position on November 27, 2022, such that the 90-day appointment will currently expire on February 27, 2023. If granted, this would be a first extension.

This auxiliary position is intended to supplement the MWW Meter Services unit's four (4) regular Water Field Supervisor positions during Winter Operations, and represents .5 FTE such that it could be used for up to six (6) months of the year.

It is vital that the utility maintain a full complement of Water Field Supervisors through Winter Operations, which involve an increase in certain field activities such as burst meter investigations and emergency hose connections, and generally ends in March – April. As such, MWW requests a five (5) week extension of Mr. Park's temporary appointment, which will result in a new expiration date of April 1, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or jeislo@milwaukee.gov, or Amy Hefter, Water Works Human Resources Administrator, at x2805 or ahefte@milwaukee.gov.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jane E. T. Islo".

Jane E. T. Islo
Water Works Administration Manager

Attachments

- Notice of Temporary Appointment
- Temporary Appointee Statement of Understanding
- Current Job Description – Water Field Supervisor
- Resume of Jonathan Park



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 / Water	LAST NAME Park	FIRST NAME Jonathan	INITIAL D	
AUTHORIZED POSITION TITLE Water Field Supervisor	PAY RANGE 1BX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A	
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 11/27 /2022	ANTICIPATED EXPIRATION DATE 04/01/2023	T.A. RATE OF PAY \$2,540.98	
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: DPW / Water holds one (1) seasonal (0.5 FTE) position of Water Field Supervisor - Auxiliary to complement its full-time staff during winter operations, when there is an increase in frozen services, burst meters and other activities that require additional supervisory resources. This is a request to extend the original 90-day temporary appointment through the end of winter operations.				
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: DER approved a job posting. Fifteen (15) employees applied, although two (2) subsequently withdrew. Thirteen (13) were interviewed by a panel which included R Davila - Water Meter Services Manager, A deCordova - Water Distribution Ops Manager and J Islo - Water Works Admin Manager. Interviews consisted of twelve (12) questions, with candidates rated in eight (8) metrics.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)		
OSHA 10 (Standards for Worksite Safety)	1 year - Water Meter Investigator 4 years - Water Meter Technician 10 years supervisory experience 1 year staff scheduling experience	Certified Operator - MARS Test Bench		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW / Water	CURRENT POSITION TITLE: Water Meter Investigator	EMPLOYEE ID NUMBER: 028829	
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	 Amy E. Hefter	TITLE	DATE	
		Water Works HR Administrator	2/1/2023	
APPROVING OFFICER	 Jane E. T. Islo	TITLE	DATE	
		Water Works Admin Manager	2/1/2023	
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



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
Park, Jonathan D		01/30/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Field Supervisor - Auxiliary	1BX	\$2,540.98

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.

Jonathan D. Park

 Temporary Appointment Applicant Signature

01/31/2023

 Date Signed

Richard Davila

 Witness Name (Print)

[Signature]

 Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

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

1. Date Prepared/ Revised: 6/18/2019	2. Present Incumbent: Standard	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:	4. Previous Incumbent:		
5. Department: Public Works, Dept. of	Bureau: Division: Water Works	Unit: Section: Business/Distribution	
6. Work Location: Meter Shop/Distribution	Telephone: Email:	Work Schedule: Hours: Vary / Days: Sun.-Sat.	
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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Water Field Supervisor Underfill Title (if applicable): Requested Title (if applicable):	Pay Range	Job Code	EEO Code
	1BX		
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Provides direct supervision of Water Distribution and Meter Services field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system, meter exchanges, testing, reading and programming. Enforce City of Milwaukee, DPW, Milwaukee Water Works (MWW) work rules and policies as well as standard operating procedures. Manage tools, equipment and vehicles to ensure proper condition, maintenance, repairs, and safety. Provide knowledge for on-call duty coverage as scheduled to handle after-hours emergency repairs and after-hours interactions with customers, the public and officials.

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
50	<ul style="list-style-type: none"> Direct the work activities of the Distribution repair crew employees and Meter Services staff assigned to expedite repair and maintenance activities such as water main break repairs, joint leak repairs, service leak repairs and replacements, valve repairs and replacements, hydrant repairs and replacements, access box realignments, and various meter tests, repairs and exchanges and reading maintenance activities of the water distribution system in the cities of Milwaukee, Greenfield, St. Francis and the Village of Hales Corners. Coordinate water distribution field activities as they relate to water main relay program and the City of Milwaukee paving program. Supervise branch service installations for proper installation as requested by plumbers and contractors. Promote a high level of productivity by directing and coaching crew members in standard operating procedures, specifications, and proper tools and equipment. Provide guidance to the repair crews on unusual repairs and circumstances. Research records and plans in advance of assignments so as to accomplish complicated tasks as efficiently as possible. Ensure job sites are set up so as to minimize impact on the public, traffic and nearby businesses. Communicate with the Water Distribution Construction Manager regarding the status of the specifics of each job as needed to consistently coordinate the scheduling of water distribution repair activities and coordination needed with other divisions and agencies. Coordinate field activities with the Water Distribution Operations Manager regarding feeder main valve operations, air vents and blow-off operations and field operations documentation.
20	<ul style="list-style-type: none"> Conduct field checks of prospective jobs as it relates to clearances and conflicts by ensuring Digger's Hotline has marked locations of other underground utilities in relation to MWW facilities, traffic control

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
	signals and light poles, overhead utility wires, traffic control and parking, business access, county bus routes, etc. Complete detailed work orders for each job to document work completed, meter inventory information, materials used, street, sidewalk and curb restoration needed, and any other related damage caused by breaks, meter installation, or construction activities. Complete inventory requisitions to accurately account for tools, materials and supplies used for each job. Complete additions and changes to the water distribution system report to maintain current water distribution system maps and records. Operate MWW Customer Information System (enQuesta) for customer and account information as it relates to specific jobs and meter exchanges.
10	<ul style="list-style-type: none"> Provide daily direct supervision to employees assigned to ensure compliance with MWW work rules, DPW safety rules and regulations and MWW rules and regulations for water service. Investigate employee injuries and vehicle accidents and take immediate action to prevent further injury or damages. Coordinate long-term corrective actions with Safety Specialist, Water Distribution Construction Manager, or Water Meter Services Manager. Participate in the Safety Committee Meetings and training as assigned. Provide on-the-job training to employees as needed throughout the course of daily interactions.
10	<ul style="list-style-type: none"> Provide on-call duty supervision throughout the year as assigned. Respond to emergencies during after business hours, determine if a leak requires immediate repair, assign crews if needed, conduct field inspections, follow up on job status, handle citizen concerns and report unusual circumstances to upper management.
5	<ul style="list-style-type: none"> Respond to customer concerns in a diplomatic and considerate manner regarding water service interruptions, water piping leaks, property damage, construction condition and noise, traffic and parking issues, etc. Respond to elected official requests as assigned and report findings in a professional and timely manner. Conduct field investigations of damage and coordinate the MWW response and data collection in cooperation with the Water Claims Specialist.
OR	METER SERVICES
50	<ul style="list-style-type: none"> Supervise the testing and repair of meters in the meter shop. Prioritize and schedule all activities to effectively maintain the highest level of accountability possible. Assign and adjust work to meet the billing schedule and remain in compliance with Public Service Commission (PSC) rules for meter reading, testing and record retention. Monitor proper installation methods. Ensure that the MWW residential cross connection control program is followed, documented and monitored in accordance with Wisconsin Department of Natural Resources (DNR) regulations.
15	<ul style="list-style-type: none"> Respond to customer concerns in a diplomatic and considerate manner regarding water service interruptions, property damage, high bills, etc. Conduct field investigations of damage and coordinate the MWW response and data collection in cooperation with the Water Claims Specialist. Investigate circumstances of incomplete work due to plumbing concerns to determine cause and resolution. Investigate serious cases involving high water usage as determined by meter readings and make recommendations for equitable solutions. Meet and communicate with building owners and contractors to determine water code compliance and negotiate mutually acceptable meter installations.
20	<ul style="list-style-type: none"> Document and report production of both shop and field activities, analyzing the production to determine effectiveness of operational procedures and the ability to maintain the PSC required meter test schedules. Establish annual meter reading schedules. Maintain the following records: <ul style="list-style-type: none"> a. Meter testing, installation and replacement productivity. b. Maintain adequate levels of meter repair parts and meters to enable proper service to customers without an excessive investment of capital. c. Maintain compliance with PSC rules for meter reading, testing and record retention. d. Establish annual meter reading schedules and set limits in enQuesta for work order scheduling. e. Provide that new accounts are established in the proper billing cycles and routes, and assign billing account numbers.
10	<ul style="list-style-type: none"> Maintain oversight of the permits issued for temporary hydrant use, including the issuance of placards, conduct field verification of proper use, etc. Enforce hydrant permit system and ensure metering and backflow prevention are utilized properly. Assist with the MWW bulk water filling station program. Evaluate emergency temporary water supplies to hospitals, schools, daycare facilities, based on building plumbing designs, water source options, backflow issues, safety and liability issues.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Conduct vehicle inspection as assigned, coordinate DOT drug and alcohol testing appointments in compliance with proper procedures, conduct leak surveys, conduct home visits as assigned. Research tools and equipment. Updates from programs for handheld meter reading devices. Manage field use of portable electronic devices. The Water Field Supervisors in Meter Services are expected to be the designated contact person for field staff/operations in the absence of the Water Meter Services Manager. Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

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Water Distribution Scheduling Manager, Water Distribution Construction Manager, or Water Meter Services Manager.

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

Receive daily assignments as well as ongoing job tasks as assigned.

- E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **150**.

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:

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
15	Water Chief Repair Worker	a, b, c, d, e, h
11	Water Distribution Utility Investigator	a, b, c, d, e, h
47	Water Repair Worker	a, b, c, d, e, h
19-29	Water Distribution Repair Worker I	a, b, c, d, e, h
7	Water Meter Investigator	a, b, c, d, e, h
6	Water Meter Specialist	a, b, c, d, e, h
22-40	Water Meter Technician	a, b, c, d, e, h

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

i. **Education and Experience:**

High school diploma, three years' experience in underground utility maintenance and repair, or water meter maintenance and repair.

ii. **Knowledge, Skills and Abilities:**

Strong mechanical aptitude. Ability to read and interpret construction plans, prints and GIS maps. Must have experience using computers, understanding computer applications, and working knowledge of Microsoft Excel, Access and ArcView. Ability to navigate throughout the streets of Milwaukee and retail suburbs. Must have knowledge in underground construction or water meter installation testing and repair. Must be able to operate electronic leak locating devices. Must be knowledgeable in basic construction safety regulations. Ability to supervise field crews. Ability to learn and demonstrate proficiency with the MWW rules and regulations as well as enQuesta and other software applications such as Word, Excel and Access applications. Knowledge of water hydraulics and plumbing is highly desirable.

iii. **Certifications, Licenses, Registrations:**

Current State of Wisconsin Department of Natural Resources Distribution Operations License D-1. Valid Wisconsin driver's license. Licenses and certifications must be kept continuous while employed in this position.

iv. **Other Requirements:**

Must be able to communicate effectively, and be diplomatic and tactful with the public. Must be able to drive in adverse weather conditions and navigate the streets throughout the entire service area. Must be able to climb ladders and steps, and enter tight spaces. Must be able to respond to after-hours calls and respond onsite at all hours if needed. Must be able to work in all types of weather conditions and work various shifts and days. Must wear safety equipment.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

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<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.

CHECK ONE:

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

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input 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 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 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 type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input 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 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).

CHECK ALL THAT APPLY:

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.)

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 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.

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

CHECK ONE:

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

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

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

CHECK ALL THAT APPLY:

<input 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 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 checked="" 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 type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): wrenches		
<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 checked="" type="checkbox"/> Cash register		
<input checked="" type="checkbox"/>	Other (please list): Locating wands and various leak locating equipment. Confined space monitors.		

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.)

Must be able to work various shifts as assigned: 1st, 2nd, 3rd and 11:00 a.m. to 7:30 p.m. shifts, holidays, and

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weekends as assigned or as on-call duty requires. Must respond when called as part of the on-call duty to various calls from MWW Control Center. Must report to work as needed to provide equipment, tools, assistance to field personnel during after hours call-ins. Must be able to respond to emergency situations in a calm manner. Must be able to work outdoors and drive in adverse weather conditions for extended periods of time and be able to navigate throughout the streets of the entire service area. Must be able to problem solve and manage multiple priorities. Must be tactful and diplomatic even under stressful situations. Must be professional in conduct and appearance.

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



7-31-19

Signature of Department Head or Designated Representative

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Skills

Experienced in leading and supervising crews, in demanding and stressful environments.
Designated Trainer for Meter Technicians.
Responsible for creating work schedules and duty rosters using a budget.
Trained in OSHA standards for worksite safety (OSHA 10), as well as procedure for entering confined spaces.
Experienced in using Itron FCS meter reading software, FC300 handheld and testing large meters in the field.
Certified Operator of The MARS Meter Testing Bench and its proprietary software.
Experienced working with both residential and industrial plumbing and using other construction skills.
Volunteer for Frozen Services crew
Experienced completing data entry and analysis using enQuesta and Excel.
Experienced in using Service Link, Accela property recording system, GIS systems and CAD software.
Experienced in producing financial and inventory reports.

Work Experience

Water Meter Investigator/ Meter Reader@Milwaukee Water Works

December 2020 to May 2021(temporary)

January to April 2022(temporary)

May 2022-present(permanent)

- *Completing Meter Reading Routes as accurately and timely as possible using Itron FCS equipment.
- *Investigate missed reads, unresponsive or improperly programmed transponders, possible tampering, and other issues to protect the fiduciary interests of the utility and its customers.
- *Helping customers resolve issues concerning their water usage or metering equipment, while maintaining the high standards of service and respect a customer of Milwaukee Water Works expects and deserves.
- *Familiarity with the range of equipment MWW installs, maintains, and reads.

Water Meter Technician@Milwaukee Water Works

May 2017 to December 2021

- *Conducting appointments for meter exchanges and installs, recording serial numbers of equipment accurately, keeping good notes of interactions with customers while maintaining the high standards of service and respect a customer of Milwaukee Water Works expects and deserves.
- *Testing, recording/reporting results of tests, and creating and recording final dispensation of exchanged meters.
- *Create and maintain monthly records for Burst, active meters, and meters held for Public Service Commission complaints.
- *Assembly and Programming of meter equipment.

Jonathan D Park

Material Handler@Staff Electric

October 2015-February 2017

- *Responsible for the recycling department of a large electrical contractor.
- *Supervised 0-3 employees in the sorting and preparation of materials, wires and devices removed from jobsites for recycling or resale.
- *Maintained financial records for income generated to corresponding job.
- *Kept inventory records of equipment, recycling materials, and supplies
- *Assisted Tool Shop Lead and Delivery Drivers in supplying worksites with tools and materials

Residential Maintenance Technician@Brittian Brothers Ltd

November 2014-October 2015

- *Residential Maintenance Work/Customer Service Representative

Maintenance Supervisor@Renee Row Apartments

September 2005-November 2014

- *Supervised a crew of 2-6 repairmen/handyman.
- *Responsible for the upkeep of 98 units in four locations, including scheduling staff and assigning work orders and projects.
- *Maintaining compliance with local ordinance and regulations, as well as scheduling necessary inspections.
- *Vetting contractors and assessing quality of work, signing off on completion of work for payment.
- *Additional duties included move-in and move-out inspections, showing apartments and being a front line representative of the company with our customers and resolving issues involving our tenants.