



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Department of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

August 24, 2023

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

RE: Request to Extend Probationary Period – Water Chief Repair Workers (4)
Borrmann, Brandon
Costello, Nicholas
Rzepkowski, Jacob
Wafer, Yolanda

Dear Commissioners:

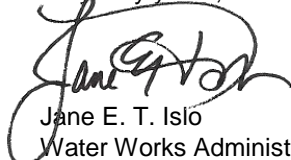
Milwaukee Water Works (MWW) respectfully requests to extend the probationary period for four (4) employees, who were recently promoted to the position of Water Chief Repair Worker effective March 5, 2023, with a 6-month probationary period to end September 5, 2023.

MWW recently completed setup of official training grounds near the Howard Avenue Water Treatment Plant, which includes practice stations that include air vent and branch installation, hydrant repair and replacement, travel saw operation and backhoe operation. While this training will be required of all new employees and used for refresher/remedial training, as needed, it is particularly important for new Water Chief Repair Workers to attend training so they can reinforce the requisite knowledge, skills and abilities when directing and guiding their crews.

With the training grounds now available for use, MWW requests these employees' probationary period be extended by 3 months, to December 5, 2023. Each of these employees possess the skills necessary to succeed in their new positions, and MWW wants to ensure that they have the benefit of the structured training that is now available before certifying their service as satisfactory and recommending regular appointment to the position. Each employee is being informed of MWW's request to extend their probationary periods, and the Performance Improvement Plan (PIP) is attached.

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

Very truly yours,



Jane E. T. Islo
Water Works Administration Manager

c Patrick W. Pauly, Superintendent
Amy E. Hefter, Water Works Human Resources Administrator
Timothy Garczynski, Water Distribution Manager
Andray deCordova, Water Distribution Operations Manager
Dan Thomas, DPW Administrative Services Director

Attachment: Performance Improvement Plans (4)

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: 11/21/2022		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: Distribution
6. Work Location: 3850 N. 35 th Street			Telephone: Email:		Work Schedule: Hours: 8:00am-4:30pm or 3:30pm-12:00am or 12:00am-8:00am Days: Mon-Fri, Tue-Sat, or Sun-Thur Rotation for mandatory on-call
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: Water Chief Repair Worker Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code
				8PN	
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

As a crew leader, this position is responsible for and performs all phases of repair, replacement and maintenance of the water distribution system to maintain its integrity while transmitting high quality, safe and sufficient water to customers. The position oversees the efficient completion of all assigned tasks and ensures ongoing safety for all crew members and the public. Incumbents must communicate effectively with management, the Control Center and utility customers.

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
20	<ul style="list-style-type: none"> Act as crew leader of a three to four-person repair crew, assigned to various repair and maintenance activities. Responsible for the activities of the crew by informing and guiding each member through daily tasks, maintaining crew harmony and ensuring safety of the entire job site and equipment. Responsible for on-the-job training for inexperienced crew personnel, as needed. Maintain communication with supervisors, office staff and the Control Center regarding job status and unusual circumstances. Handle concerned citizens in a professional manner. Use the X-Mic to listen for leaks. Use a standalone or Zonescan correlator to pinpoint leaks. Use the pipe locator to pinpoint MWW structures.
30	<ul style="list-style-type: none"> Direct the work of the repair crew for the proper maintenance and repair of the water distribution system. Conduct water main break repairs, service lateral repairs, reconnects and replacements, curbstop replacements, repair and replacement valves, hydrant repairs and replacements, tap and main abandonment, air vent installation, tap and branch installation, water main joint repairs, pipe replacements, and other appurtenance installation and replacement. Locate the source and location of leaks. Identify areas to be excavated and any obstructing utilities. Operate backhoe to excavate the repair area. Direct crew members through the proper repair procedures. Evaluate site for additional repairs by other agencies and coordinate information with Distribution supervision. Provide erosion control to each required jobsite and ensure proper operation of control methods as required by the Wisconsin Department of Natural

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
	Resources (WI-DNR). Restore sites by backfilling, blacktopping, salting, and adding ground as needed for safety and customer satisfaction.
15	<ul style="list-style-type: none"> Responsible for the safety of each crew member and the public during the course of every assignment. Responsible for the secure work area, sheeting and shoring of the excavations, confined space safe entry procedure and equipment. Document air monitoring results and safety practices on the confined space entry permit form and safety checklist, as required. Wear all applicable personal protective equipment, conduct pre-trip inspection of vehicles and ensure proper traffic control for a safe worksite with good traffic flow.
15	<ul style="list-style-type: none"> Operate and maintain construction equipment including: backhoe, end loader, Vac-All, drill rig, electronic leak locators, compressors, forklift, dump trucks, trailers, utility vans, valve operators, travel and guillotine saws, branch and tapping machines, torch cutting apparatus, reed cutters, hand and pneumatic tools, flaring tools, freeze kits, sheeting and shoring equipment, air quality monitors, ventilators, pumps, locating equipment, generators, and other specialty construction tools. Operate electronic leak detection devices and GPS equipment.
10	<ul style="list-style-type: none"> Coordinate construction activities with the Scheduling or Construction Managers and contractors to facilitate system improvements. Serve notices, operate valves, check for hose connections, and assist contractors with parts, equipment or proper tools and water shut-off, as needed. Communicate with Control Center and customers for water shut-offs and back-in-service information. Interpret construction plans, as needed, to coordinate job information. Assist with chlorination and pressure treating mains. Flush hydrants and air vents to relieve excess air in the system to prevent water hammer. Cut mains 20" and larger to facilitate contractor work.
5	<ul style="list-style-type: none"> Document work activities by accurately completing work orders and daily crew activities and job status to include: location of jobsite, repair type, time of arrival, water service outages, materials used, damage report, excavation size, restoration activities, and departure. Complete material condition report to provide pipe and soil conditions for the water main replacement index. Communicate job status with Control Center for daily operations log documentation.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Conduct sewer repairs when associated with current or previous water distribution system repair work. Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Field Supervisor

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

This position works under intermittent supervision, receiving assignments that define objectives, priorities and deadlines. A manager or supervisor assists incumbents with unusual situations that do not have clear objectives, and this position plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies and accepted practices. A manager or supervisor reviews the work for technical adequacy and conformance with practice and policy.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **3-4**.

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:

or 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)
3-4	Water Repair Worker/Water Distribution Repair Worker I/Water Distribution Laborer/City Laborer	a,b,c,d

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.

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

i. Education and Experience:

High school diploma or equivalent required. At least two (2) years of experience as a Water Repair Worker, or five (5) years of underground utility construction experience and operation of large dump truck, trailer, backhoe and other construction equipment.

ii. Knowledge, Skills and Abilities:

Knowledge of all aspects of water distribution system repair and maintenance. Knowledge of MWW specifications, safety regulations and construction practices. Knowledge of basic water hydraulics. Knowledge of and ability to perform proper disinfection process and safe handling of pipe repairs. Knowledge of and ability to practice WI-DNR erosion control methods. Strong problem-solving skills. Basic mechanical aptitude. Basic plumbing skills. Ability to be an effective team leader, build consensus, motivate crew members and set an example. Ability to read, write and perform math calculations. Ability to read and interpret maps and construction drawings. Ability to use a computer to complete work orders and electronic documents. Ability to conduct pipe flaring and freezing for service lateral repairs, operate tap and branch machine. Ability to communicate effectively with co-workers. Ability to be diplomatic, tactful and courteous with co-workers, customers and the public even during adverse situations.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin driver's license at time of appointment and maintain continuously while employed. Requires Wisconsin Class A Commercial Driver's License (CDL) and obtain Endorsement N (tank vehicles), and air brakes endorsement. Must be Certified Competent Person in excavation safety, traffic safety and confined space safe entry procedures within six months of appointment.

iv. Other Requirements:

Ability to wear a safety harness, enter manholes and excavations, climb ladders and practice OSHA-required confined space entry procedures and equipment. Ability to wear appropriate safety equipment including safety shoes, glasses, and hearing protection. Ability to work mandatory overtime and respond to emergency call-outs when needed. Ability to work weekends and various shifts. Ability to report to work within one (1) hour when called in at any time or in any type of weather condition. Ability to tolerate severe winter weather and cold temperatures, as well as extreme heat in summer. Physically capable of working outdoors in all types of weather conditions for extended periods of time.

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.

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<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.
<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 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 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 checked="" type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, 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:** 90%

CHECK ALL THAT APPLY:

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<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input 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.
<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 checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" 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 checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (please list): Gut wrench, nozzle wrench, valve wrench, hammer, pick, drill.	
<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 checked="" type="checkbox"/> Other (please list): Target and specialty saws, compressors, pneumatic tools, pumps.	

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.)

Distribution Section employees are designated essential workers and are required to report to work no matter the weather conditions or emergency event. Must have a good driving record and ability to travel efficiently throughout the MWV service area of Milwaukee, St. Francis, Greenfield and Hales Corners. Must be able to complete assignments effectively and be dedicated to the mission of providing safe, sufficient potable water to our customers and for firefighting. Must be professional in conduct and appearance.

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

11/21/2022

Signature of Department Head or Designated Representative