



## Milwaukee Water Works

**Cavalier Johnson**  
Mayor

**Jerrel Kruschke**  
Commissioner, Dept. of Public Works

**Patrick W. Pauly**  
Superintendent, Milwaukee Water Works

January 27, 2025

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

RE: Request to Extend Temporary Appointment – Michael Watts  
Water Field Supervisor

Dear City Service Commissioners:

Milwaukee Water Works (MWW) respectfully requests an extension of the temporary appointment of Michael Watts to the position of Water Field Supervisor.

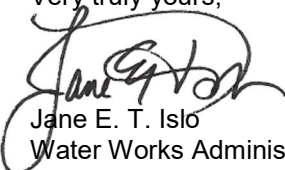
Mr. Watts was temporarily appointed to the position on October 27, 2024, such that the 90-day appointment expires on February 1, 2025. If granted, this would be a first extension, retroactive to the original expiration date.

MWW holds position authority for two (2) auxiliary Water Field Supervisors (0.5 FTE) in its Distribution Section to complement the full-time supervisory staff during winter operations, when there is an increase in water main breaks and public-side service line leaks due to the cold weather. An extension to this temporary appointment will provide continued assistance for the remainder of the winter season.

As such, MWW requests an 8-week extension of Mr. Watt's temporary appointment, which would result in a new expiration date of March 29, 2025.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or [jeislo@milwaukee.gov](mailto:jeislo@milwaukee.gov).

Very truly yours,



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 Michael Watts



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



R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW / Water	LAST NAME Watts	FIRST NAME Michael	INITIAL
AUTHORIZED POSITION TITLE Water Field Supervisor (Aux)	PAY RANGE 1FX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11311
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 02/02/2025	ANTICIPATED EXPIRATION DATE 03/29/2025	T.A. RATE OF PAY \$3179.53 BW
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: Seasonal position - for winter emergency main break work.			
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: DPW/Water internal transfer/promotional job opportunity was posted July 25th, 2024 with an application deadline of August 5th, 2024. Nine (9) candidates applied and eight (8) met the minimum requirements. The interview panel consisted of Water Distribution management members Tim Garczynski, Syreeta Woodley, and MWW Human Resources Representative Tiffeny Marsh. The panel used a standard set of interview questions.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Business Management A.A.S		WORK EXPERIENCE: Water Repair Crew Leader 2018 - Present Water Repair 1,2 & 3 2015 - 2018 DPW City Laborer 2013 - 2015	
OTHER REQUIREMENTS (i.e. LICENSES)			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW / Water	CURRENT POSITION TITLE: Water Repair Crew Leader	EMPLOYEE ID NUMBER: 022164
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Syreeta Woodley	SIGNATURE 	TITLE Water Distribution Ops Manager	DATE 01/27/2025
APPROVING OFFICER Jane E. T. Iso	SIGNATURE 	TITLE Water Works Administration Mg	DATE 01/27/2025
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Aisha Hendree	SIGNATURE 	TITLE Workforce Planning & Cert Supervisor	DATE 10/23/2024



## 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
Watts, Michael		01/16/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Field Supervisor (Auxiliary - 0.50 FTE)	1FX	\$3,179.53 BIW

### 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

01/21/2025  
Date Signed

Syreeta Woodley

Witness Name (Print)

  
Witness Signature

# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

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

<b>1. Date Prepared/ Revised:</b> 08/20/2023		<b>2. Present Incumbent:</b> Standard		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Public Works, Dept. of			<b>Bureau:</b> <b>Division:</b> Water Works		<b>Unit:</b> <b>Section:</b> Distribution
<b>6. Work Location:</b> 3850 N 35 <sup>th</sup> St.			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: 7:30am – 4:30pm or 3:30pm- 12:00am or 11:30pm to 8:00 am Days: Monday – Friday
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Water Field Supervisor			<b>Pay Range</b>	<b>Job Code</b>
				1FX	
	<b>Underfill Title (if applicable):</b>				
	<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>  <b>Date:</b>	

### 11. BASIC FUNCTION OF POSITION:

Provides direct supervision of Water Distribution Section field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system. Enforce City of Milwaukee, DPW and Milwaukee Water Works (MWW) work rules, policies and standard operating procedures. Manage tools, equipment and vehicles to ensure proper conditions, maintenance, repairs and safety. Provide knowledge and guidance to on-call personnel performing after-hours emergency repairs and handle interactions with customers, the public and city 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"> <li>Direct the work activities of the Water Distribution repair crew and employees to expedite repair and maintenance activities such as water main breaks, joint leaks, service leaks and replacements which include lead services, valve repairs and replacements, hydrant repairs and replacements, reset and realignment of both valve and service boxes of the water distribution system in the cities of Milwaukee, Greenfield, St. Francis and the Village of Hales Corners. Coordinate water distribution field activities related to the water main relay program and the City of Milwaukee paving program. Supervise branch service installations for proper installation. 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 repair crews regarding 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 and specifics of jobs, as needed, for scheduling and coordination purposes. Coordinate field activities with the Water Distribution Operations Manager regarding feeder main valve operations, air vents and blow-off operations and field operations documentation. Check and approve employee time, investigating inconsistencies. Perform roll call, ensuring employees are on time and ready to work. Responsible for leading training of employees. Minimum of 9-hour work days.</li> </ul>
20	<ul style="list-style-type: none"> <li>Conduct field checks of prospective jobs, ensuring Digger's Hotline has marked locations of underground</li> </ul>

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
	utilities and checking clearances and conflicts involving MWW facilities, traffic control 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, materials used, street, sidewalk and curb restoration needed, and any other related damage caused by breaks 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.
10	<ul style="list-style-type: none"> <li>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 or Water Distribution Construction 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.</li> </ul>
10	<ul style="list-style-type: none"> <li>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.</li> </ul>
5	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> <li>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. Manage field use of portable electronic devices. Other duties as assigned.</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Water Distribution Manager, Water Distribution Operations Manager, Water Distribution Scheduling Manager, Water Distribution Construction Managers for Paving, Water Main Relays and Lead Services.

**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 = **up to 22 at a time**

**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:

of supervision exercised, including 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)
15	Water Chief Repair Worker	a,b,c,d,e,h
11	Water Distribution Utility Investigator	a,b,c,d,e,h
67	Water Repair Worker/Water Distribution Repair Worker I/Water Distribution Laborer/City Laborer	a,b,c,d,e,h

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

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- i. **Education and Experience:**  
Associate Degree in Science, Water Technology or Management, plus three (3) years' experience in underground utility maintenance and repair.
- ii. **Knowledge, Skills and Abilities:**  
Requires strong mechanical aptitude. Ability to read and interpret construction plans, prints and GIS maps. Ability to use computers, understand computer applications, and a working knowledge of Microsoft Word, Excel, Access and ArcView. Knowledge of underground construction. Ability to operate electronic leak locating devices. Knowledge of basic construction safety regulations. Ability to supervise field crews. Ability to problem solve and manage multiple priorities. Ability to learn and demonstrate proficiency with the MWW rules and regulations. Knowledge of water hydraulics and plumbing is highly desirable.
- iii. **Certifications, Licenses, Registrations:**  
Valid Wisconsin driver's license at time of appointment and continuously throughout employment.  
Current State of Wisconsin Department of Natural Resources Distribution Operations License D-1.
- iv. **Other Requirements:**  
Ability to communicate effectively and be diplomatic and tactful with the public. Ability to drive in adverse weather conditions and navigate the streets of Milwaukee and retail suburbs throughout the entire service area. Ability to climb ladders and steps, and enter tight spaces. Ability to respond to after-hours calls and respond onsite at all hours, if needed. Ability to work in all types of weather conditions and work various shifts and days. Ability to wear safety equipment.

### **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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.

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<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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: 80%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> 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.

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<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

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

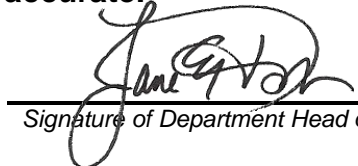
**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" 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 <b>(please list):</b> Wrenches	
<input checked="" type="checkbox"/> Office Machines <b>(check all that apply):</b> <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 <b>(please list):</b> 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.)

Water Distribution Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. Ability to work various shifts as assigned (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). Ability to work holidays and weekends as assigned, or as on-call duty requires. Ability to respond to calls from the Control Center when contacted as part of the on-call duty schedule. Ability to report to work as needed to provide equipment, tools, or assistance to field personnel during after-hour call-ins. Ability to work outdoors and drive in adverse weather conditions for extended periods of time. Ability to remain calm under pressure and in emergency situations. Ability to be tactful and diplomatic even under stressful situations. Ability to be professional in conduct and appearance.

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



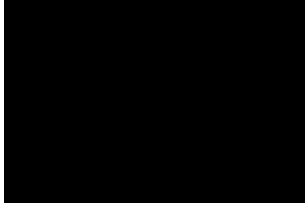
\_\_\_\_\_  
Signature of Department Head or Designated Representative

**01/30/2024**

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.

# MICHAEL WATTS

## Water Repair Crew Leader



### Education

Milwaukee Area Technical College  
Milwaukee WI

Completed an Associate Degree in  
Business Management  
GPA 3.00/4.00

Computer Skill Proficient in Microsoft XP,  
Word Excel, Access, and typing 30 WPM

### Key Skills

#### Advanced Leak Repair Skills:

Demonstrates expertise in diagnosing and repairing water leaks with a focus on minimizing service disruptions and ensuring system integrity. Utilizes advanced techniques and tools to achieve prompt and effective solutions.

#### Excavation Equipment Operation:

Highly skilled in the operation of excavation equipment, including backhoes, excavators, and trenchers, to perform precise and efficient construction tasks. Capable of executing complex excavation projects with accuracy and adherence to safety standards

### Objective

To direct and supervise the repair and installation of water distribution systems, ensuring the seamless execution of daily operations. This role encompasses strict adherence to safety protocols and regulatory standards, optimization of workflow efficiency, and the promotion of a collaborative and high-performance work environment. The goal is to ensure the reliable delivery of clean water to the community, while strategically maximizing productivity and minimizing operational disruptions.

### Experience

February 2015 – Present

#### Water Repair Crew Leader • Milwaukee Water Works

- Direct and coordinate the daily work of a water distribution repair crew, ensuring efficient and safe repair of water mains, valves, and hydrants, while maintaining high standards of quality and safety.
- Lead the crew in responding to emergency water distribution system repairs, quickly managing situations to minimize service disruptions and restore functionality.
- Ensure all activities complied with safety regulations and communicated effectively with the public regarding ongoing repairs, service interruptions, and safety precautions.

#### Water Distribution Repair Worker One • Milwaukee Water Works

- Conducted emergency water leak repairs on water mains, services, and valves to minimize water interruptions and ensure safe water transmission.
- Safely operated various types of construction equipment including a backhoe-end loader and pneumatic tools.
- Utilized drill rigs and probing rods to accurately locate leaks beneath street pavements.

April 2013 - February 2015

#### Department of Public Works Street Paver • City of Milwaukee

- Conducted inspections to identify potholes and road surface defects, and execute repairs using techniques such as patching and resurfacing to restore road integrity and ensure safe driving conditions.
- Performed routine maintenance tasks including debris removal, crack sealing, and surface cleaning to maintain road safety and longevity. Monitor road conditions to address issues proactively.
- Operated and maintained specialized equipment such as road graders and patching machines, ensuring optimal performance and safety. Conduct regular inspections and minor repairs to prevent downtime and maintain equipment efficiency.

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## References

[Available upon request.]