



**Department of Public Works
Operations Division- Sanitation Services**

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Rick Meyers
Sanitation Services Manager

June 18th, 2025

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

RE: Request to Extend Temporary Appointment – Knox, Peter

Dear City Service Commissioners:

DPW Operations Division respectfully requests a three-month temporary appointment extension to the position of Parking Services Manager for Mr. Peter Knox. The original temporary appointment began on April 14, 2025 and is scheduled to end on July 19th, 2025. In anticipation of its expiration, I respectfully request that the temporary appointment be extended three months from July 20th, 2025 – October 17th, 2025.

Mr. Peter Knox is currently the Tow Lot Manager for the City of Milwaukee since 2018. He was selected for the Temporary Parking Services Manager position via being a trusted employee for the DPW-Transportation Section since 2012. Peter's knowledge and consistency make him a good fit in this temporary appointment. He was previously the Tow Lot Assistant Manager from 2012 to 2018. As well, he enrolled in the International Parking and Mobility Institutes (IPMI) CAPP Certification Program and served on IPMI Education Committee in 2024.

The Temporary Parking Services Manager position is a critically important position. It serves as section head for the tow lot area, parking enforcement, and parking services. This position plays a critical role in the service of parking regulations in the city of Milwaukee and snow and ice control operations. This temporary appointment would allow for the position to be filled while the Department of Public Works is currently going through the recruitment process with the Department of Employee Relations to fill this critical position. This is the first extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Chuck Schumacher, Operations Administration Manager (CSCHUM@milwaukee.gov x3271) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmmp
cc: Dan Thomas, Rick Meyers, Alan Kerr



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 Operations Transportation	LAST NAME Knox	FIRST NAME Peter	INITIAL	
AUTHORIZED POSITION TITLE Parking Services Manager	PAY RANGE 1KX	F&P COMMITTEE APPROVAL DATE	REQUISITION #	
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 7/20/25	ANTICIPATED EXPIRATION DATE 10/17/2025	T.A. RATE OF PAY 4,121.04	
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: To provide management and oversight while we recruit, take applicants, and hire a permanent replacement for the currently open position.				
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: Peter Knox has been the Tow Lot Manager since 2018, and a trusted employee for the DPW-Transportation Section since 2012. Peters Knowledge and consistency make him a good fit in this temporary appointment.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: Masters Degree in Educational Leadership - Marquette University Milwaukee WI Bachelors Degree in Physical Education - University of New		WORK EXPERIENCE: Tow Lot Manager - City of Milwaukee (2018-Current) Assistant Tow Lot Manager - City of Milwaukee (2012-2018) Public School Administrator - La Causa Charter School (2007-2011)		OTHER REQUIREMENTS (i.e. LICENSES): Enrolled in the International Parking and Mobility Institutes (IPMI) CAPP Certification Program and served on IPMI Education Committee in 2024
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Operations Transportation	CURRENT POSITION TITLE: Tow Lot Manager	EMPLOYEE ID NUMBER: 022425	
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 Keishla Ortiz-Delgado	SIGNATURE by: <i>Keishla Ortiz-Delgado</i>		TITLE HR Representative	DATE 6/18/2025
APPROVING OFFICER chuck Schumacher	SIGNATURE <i>Chuck Schumacher</i>		TITLE Operations Administration Manager	DATE 6/18/2025
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
Knox, Peter		7/19/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Parking Services Manager	1KX	4121.04

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

6-18-25

Date Signed

Michael Marac

Witness Name (Print)

6-18-2025

Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 06/14/2023		2. Present Incumbent: Thomas Woznick		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 12/22/2014		4. Previous Incumbent: N/A			
5. Department: Public Works			Bureau: Division: Operations		Unit: Parking Services Section: Parking Administration
6. Work Location: 123 N 25 th St			Telephone: 286-8365 Email: twozni@milwaukee.gov		Work Schedule: Hours: 8:30-5:15 / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Parking Services Manager				Pay Range 1KX	Job Code 4931
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Responsible for all administrative and field operations for the Department of Public Works Operation Division – Parking Services Section. Administration, management, and oversight of the City's Tow Lot, City wide parking enforcement, parking structures/lots, budgeting and finance of \$40-\$50M program.

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
35%	• Administers the City's on-street and off-street parking operations including parking enforcement, parking information desk, tow lot, parking structures, and lots, parking meters and permits and associated contracts including the citation processing/collections contract.
25%	• Prepares bid documents, contracts, RFP's and parking studies for Parking/Transportation related services
15%	• Administers and directs the budget preparation, management and monitoring, financial management including accounts payable and accounts receivable related to Parking operations
5%	• Evaluate, research and implement technological improvements related to on-street parking and off-street parking structures/lots.
5%	• Coordinates Parking Services staff to meet desired customer service levels, including responding to emergency operations. Also acts as snow and ice control operations administrator.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10%	<ul style="list-style-type: none"> Analyze and draft city ordinances, resolutions, state legislation Prepare press releases, public service announcements, educational brochures Conducts interviews with media outlets Testify before Common Council Committees and state legislative committees Understands the City's general plowing and snow and ice control procedures and protocols Responds to open records requests

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	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> Collaborate with multiple agencies toward transportation, mobility and parking related goals including Complete Streets Other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

DPW Director of Operations

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

General policy and financial guidance from the Commissioner of Public Works and Director of Operations

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **120-130**.

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)
1	Parking Enforcement Manager	a,b,c,d,e,f,g,h
1	Transportation Financial Analyst	a,b,c,d,e,f,g,h
1	Tow Lot Manager	a,b,c,d,e,f,g,h
1	Parking Citation Review Manager	a,b,c,d,e,f,g,h
3	Urban Forestry Managers	a,b,c,d
3	Sanitation Area Managers	a,b,c,d

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

i. Education and Experience:

Bachelor's Degree in public administration, business administration, business finance or other related field required. CAPP designation and/or Master's degree in any of the above fields is highly desirable.

ii. Knowledge, Skills and Abilities:

Ten years of professional experience in managing and supervising administrative and field operations in a large and complex organization. Ability to manage multiple issues/tasks simultaneously and under pressure. Understanding of advanced parking equipment and technology. Excellent verbal and written communication skills to effectively communicate with policymakers, staff, the general public and the media. Ability to conduct strategic planning and establish goals and objectives and communicate priorities to managerial staff. Ability to be team oriented and work on behalf of the Commissioner of Public Works, Director of Operations, the department, the Mayor and the Common Council to implement policy and financial objectives.

iii. Certifications, Licenses, Registrations:

CAPP/CPD designation is highly desirable. Valid motor vehicle operator's license with a good driving record.

iv. Other Requirements:

Ability to work overtime and to be accessible 24/7 to assist in the management of snow and ice operations, and any other public emergency when necessary.

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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 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 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 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 type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input 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 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 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 checked="" 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.

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

CHECK ONE:

<input checked="" 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 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 checked="" 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 type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input 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 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 type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input 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 type="checkbox"/>	Hand tools (please list):		
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input checked="" type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):		

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

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.

Responsible for leading and directing the Departments Parking Services section. With resources up to \$50 million and approximately 120 employees. Additional duties related to the oversight and management of the City's snow and ice control operation, require extended days and nights.

Must be professional in appearance and conduct. Must be responsive to a diverse population of coworkers and residents with care and concern to provide excellent service while maintaining city rules and regulations. Requires a high degree of integrity, discretion, confidentiality and good judgement. Must be diplomatic, tactful and courteous and work efficiently in an executive level setting as well as field office settings.

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

A handwritten signature in dark ink, appearing to be "D. J. [unclear]", written in a cursive style.

Signature of Department Head or Designated Representative

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



PETER KNOX

EDUCATION

Marquette University – Milwaukee, WI	2007
*Master's Degree in Educational Leadership	
University of New Mexico – Albuquerque, NM	1999
*Bachelors in Physical Education	
University of Wisconsin Washington County – West Bend, WI	1994
*Associates of Arts and Science	

PROFESSIONAL EXPERIENCE

City of Milwaukee – Milwaukee, WI	2018-Current
• Tow Lot Manager	
City of Milwaukee – Milwaukee, WI	2012-2018
• Assistant Tow Lot Manager	
La Causa Charter School - Milwaukee, WI	2007-2011
• Public School Administrator	
St. Catherine – Milwaukee, WI	2003-2007
• Math and Technology Teacher	
Dominican High School – Whitefish Bay, WI	2001-2002
• Health and Physical Education Teacher	
Atwater Elementary Shorewood, WI	(2000-2001, 2002-2003)
• Physical Education Teacher	
• 6 th Grade Teacher	

ADMINISTRATIVE EXPERIENCES

- Collaborated and coordinated with all entities of the City of Milwaukee's Parking Services section to promote parking compliance, ready the City for special events, educate citizens on parking and towing regulations, and foster a customer service approach
- Drafted and assisted in the development of City Ordinances for the City of Milwaukee's Parking Services section
- Experienced with public speaking, representing a municipality in court testimony/hearings, and representing a department in committee meetings
- Created and maintained a partnership with the Milwaukee Police Department, oversaw the towing, release, and storage of evidence vehicles, enhanced the identification of stolen vehicles and implemented technology to streamline the dispatching functions for their department
- Managed and oversaw all day to day operations and facility maintenance of the City of Milwaukee Tow Lot
- Mentored and collaborated with fellow managers in the City of Milwaukee's Parking Services Section

- Developed and managed budgets and oversaw the financial reconciliation of a 7 million-dollar enterprise fund
- Managed and oversaw the snow removal for the City of Milwaukee Tow Lot and the maintenance of its equipment. Collaborated with fellow City leaders to aid City snow clean-up efforts by using the Parking and Tow Lot dispatching and towing platforms to identify locations of snowbound vehicles so appropriate clean-up could occur
- Trained in the development of interview questions, training of interview committees, and completing the hiring process from start to finish
- Trained and experienced in the development and execution of the “Clinical Cycle” which entails the process of the development/mentorship of an employee from the onboarding phase through their probationary period
- Created and implemented professional development plans for staff
- Created and managed schedules for a 24/7 365-day operation
- Managed employee performance and issued discipline and or improvement plans when appropriate
- Created the majority of processes involved in the Towing of vehicles off of private property by private towing companies. This includes, but not limited to, the tracking of all vehicles towed in the City of Milwaukee, invoicing and reconciling all financial transactions between the City and private contractors, and representing the City at Licensing hearings.
- Experienced in record retention, open record requests and law, and in responding to media requests.
- Served as a TAC coordinator and requested the issuance of user permissions and monitored usage for City of Milwaukee Employees for the Federal Etime System which is used to verify vehicle ownership and check for stolen status.
- Oversaw and maintained a partnership with the Wisconsin Department of Transportation to allow City employees to title and register vehicles for citizens as a service partner
- Developed a partnership with the National Insurance Crime Bureau (NICB) to help identify vehicle ownership and investigate stolen vehicles
- Developed and oversaw the City of Milwaukee’s auction of abandoned vehicles ticketed and towed by the City.
- Oversaw the recycling of abandoned vehicles ticketed and towed by the City of Milwaukee as well as City owned vehicles. Ensured vehicles were disposed of in accordance with State Statute and managed and reconciled all financial transactions with the City’s vendor.
- Oversaw all State required notifications for vehicles towed and Placarded by the City of Milwaukee’s Parking Services section.
- Experienced referencing and Interpreting State Statutes and local City Ordinances
- Experienced in professional writing and training
- Demonstrated the ability to foster partnerships with public officials and stakeholders
- Developed SOPs for multiple operations
- Drafted and oversaw RFP processes and Contract Bids
- Experienced in writing and managing grants
- Experienced guiding organizations from the initiating phase to institutionalization
- Extensive experience utilizing data to drive decision making
- Implemented multiple software platforms to enhance operational needs
- Experienced in Ad Hoc reporting on multiple City of Milwaukee Parking software platforms

ORGANIZATIONS

International Parking & Mobility Institute (IPMI)

- Enrolled in IPMI's CAPP Certification Program
- Served on IPMI's Education committee in 2024

REFERENCES

Available Upon Request