



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

February 13th, 2026

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

RE: Request to Extend Temporary Appointment – McBee, Camille

Dear City Service Commissioners:

DPW Operations Division respectfully requests a one-year temporary appointment extension to the position of Program Assistant I for Camille McBee. The original temporary appointment began on November 24, 2025 and expires February 22nd, 2026. In anticipation of its expiration, I respectfully request that the temporary appointment be extended from February 23rd, 2026 to February 23rd, 2027.

Ms. McBee continues to provide assignment scheduling support while maintaining a high level of confidentiality and efficiency in handling administrative tasks. She demonstrates accuracy in data entry and document processing and manages a wide range of responsibilities, including staff training, customer support, and Snow & Ice Control support, to address operational needs that have arisen due to the employee currently serving in a temporary appointment. This is the first extension request.

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

Sincerely,

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

DAR:kod
cc: Makisha Porter, Rick Meyers





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-Sanitation	LAST NAME McBee	FIRST NAME Camille	INITIAL
AUTHORIZED POSITION TITLE Program Assistant I	PAY RANGE 5GN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11867
UNDERFILL TITLE (IF APPLICABLE) N/A	PAY RANGE N/A	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 checked="" type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 2/23/2026	ANTICIPATED EXPIRATION DATE 2/23/2027	T.A. RATE OF PAY 2113.52
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: Camille has been granted additional responsibilities through the course of a Temporary Appointment of a co-worker.			
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: Camille has been working in the Sanitation division as an Office Assistant IV since December of 2023, and before as an Office Assistant III since March of 2022. Camille worked as an Office Clerk from October of 2018 to March of 2022. She provides assignment scheduling support, confidentiality and efficiency in handling administrative tasks, accuracy in data entry and document processing, and handles a wide range of tasks including staff training, customer support, and Social Media Content support.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Diploma - Milwaukee School of Languages - Milwaukee, WI (2007)	WORK EXPERIENCE: City of Milwaukee: Office Assistant IV - 12/2023 - Current Office Assistant III - 3/2022 - 12/2023 Office Clerk - 10/2018 - 3/2022	OTHER REQUIREMENTS (i.e. LICENSES): N/A	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Operations-Sanitation	CURRENT POSITION TITLE: Office Assistant IV	EMPLOYEE ID NUMBER: 035532
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Daniel McNally	SIGNATURE 	TITLE Ops HR Representative	DATE 2/12/26
APPROVING OFFICER Chuck Schumacher	SIGNATURE 	TITLE Ops Finance & Admin Manager	DATE 2/12/25
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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 200 E. Wells Street, Room 706
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R. 09.04.14

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
Camille McBee		2/23/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
Program Assistant I	5GN	2113.52

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.

Camille McBee
 Temporary Appointment Applicant Signature

2/23/26
 Date Signed

James Roberts
 Witness Name (Print)

[Signature]
 Witness Signature

CAMILLE McBEE

PROFESSIONAL SUMMARY

Efficient Office Assistant with 5 years of experience answering high-volume calls and in-person inquiries. Diligent, respectful attitude to dealing with clients and colleagues. Flexible and hardworking approach to streamlining internal processes. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and able to work independently.

SKILLS

- Call Handling
- Customer Service
- Team player
- Clerical Support
- Clerical Support
- Positive Attitude
- Invoice Processing

WORK HISTORY

Office Assistant IV, 12/2023 - Current

City Of Milwaukee- Sanitation Dept – Milwaukee, WI

- Maintained confidentiality in handling sensitive information while performing administrative tasks.
- Enhanced office efficiency by organizing files and maintaining a clean workspace.
- Facilitated smooth operations by efficiently handling incoming emails, phone calls, and driver/laborer inquiries.
- Expedited document processing with accurate data entry and timely filing.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.

Office Assistant III, 03/2022 - 12/2023

City of Milwaukee – Milwaukee, WI

- Provided administrative support such as typing documents, filing paperwork, photocopying, scanning documents and faxing documents
- Processed incoming and outgoing mail
- Answered multi-line telephone system and routed calls to appropriate personnel
- Supported office clerical functions using word processing and other software, email and office machines
- Processed accounts payable and accounts receivable updates to maintain current financial records
- Trained staff members to perform work activities and use computer applications

Office Clerk, 10/2018 - 03/2022

City of Milwaukee – Milwaukee, WI

- Delivered clerical support by efficiently handling a wide range of routine and special requirements
- Maintained composure in stressful situations and continued to provide helpful and kind guest services for fantastic customer satisfaction
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance
- Maintained physical and computer-based filing systems
- Collected garbage and recycle cart for the city of Milwaukee inventory

EDUCATION

Highschool Diploma: 06/2007

Milwaukee School of Languages - Milwaukee, WI

JOB DESCRIPTION

<u>FOR DER USE ONLY</u>	
Vacancy No.	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 1/7/2020	2. Present Incumbent: DPW- Operations Sanitation	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Public Works, Dept. of		Bureau:	Unit:	
		Division: Operations	Section: Sanitation	
6. Work Location: Varies		Telephone:	Work Schedule:	
		Email:	Hours: 7-3:30pm / Days: Mon-Fri	
7. Represented by a Union? NO	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT	
10.	Official Title: Program Assistant I	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):	5GN		
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

This position performs various administrative functions in Sanitation District Field Offices including staff and equipment scheduling, compiling statistical reports, tracking of work orders, and general office duties.

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
40	<ul style="list-style-type: none"> Schedule Operations Driver/Worker and City Laborers for Sanitation assignments. Update daily report to reassign personnel due to call-outs, vacations, sick, injury, etc. Update truck assignments due to breakdowns and availability, updating truck change reports as needed.
30	<ul style="list-style-type: none"> Print, track and update work orders from Work Orders database of all resident and aldermanic service requests reported to the Unified Call Center. Create and update reports as needed, ensure all work orders are in progress and updated promptly. Update and maintain various reporting metrics to facilitate centralized data aggregation and analysis.
10	<ul style="list-style-type: none"> Update records in cart database and inventory management systems. Maintain correct cart serial numbers to address association and verify property is eligible for carts requested or assigned.
10	<ul style="list-style-type: none"> Provides customer service for in person requests for service. Provides phone coverage for the office providing excellent customer service to elected offices, property owners, and citizens to facilitate resolution of service requests or complaints.
5	<ul style="list-style-type: none"> Provide office coverage during snow and ice control operations. Assist Supervisors as needed for driver tracking, form completion, and database entry.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sanitation District Manager

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

Work outlined and reviewed by direct Supervisor. Works independently on individual assignments

E. SUPERVISION EXERCISED:

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

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Extent of Supervision Exercised (Select those that apply from list above, a - h)

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

i. Education and Experience:

High school graduate or equivalent. Minimum of three years of clerical experience performing duties closely related to the position, with at least six months of experience at Office Assistant IV level or above.

ii. Knowledge, Skills and Abilities:

Strong organizational skills
 Must be detailed and highly accurate in completing forms and knowing specific City processes.
 Must have strong interpersonal skills to interface with the public, Section Managers and the field offices to meet deadlines and ensure report accuracy.
 Experience with Microsoft Office Suite
 Ability to work well in a team environment and maintain good working relations with diverse public, co-workers, and employees.
 Excellent communication and telephone skills

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Provide the public with a positive and professional image. Must be able to work extended hours, weekends, and holidays to accommodate snow and ice control assignments. Must be confidential and possess high ethical standards.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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 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 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 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 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 checked="" 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.
<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.

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: 0%**

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 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 checked="" 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 type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

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

Must be professional in appearance and conduct. Must be diplomatic, discrete, tactful, and confidential. Must be able to manage multiple priorities and handle stressful periods in a calm calculated manner. Must be willing and able to work additional overtime hours and flexible schedule to meet the needs of snow and ice control operations.

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



Signature of Department Head or Designated Representative