



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Dept. of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

April 10, 2026

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

RE: Request to Extend Temporary Appointment –Richard Vanriper Jr. and Timothy Edwards
Water Field Supervisor

Dear City Service Commissioners:

Milwaukee Water Works (MWW) respectfully requests an extension of the following temporary appointments:

- Richard Vanriper to the position of Water Field Supervisor
- Timothy Edwards to the position of Water Field Supervisor (Auxiliary)

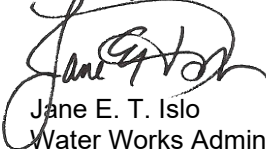
Both employees were temporarily appointed to these positions on January 18, 2026, such that the 90-day appointment expires on April 25, 2026. If granted, this would be a first extension for both.

MWW has one (1) vacancy and holds authority for two (2) auxiliary positions of Water Field Supervisors in its Distribution Section which complement the full-time supervisory staff during seasonal operations. While winter operations have concluded, spring and summer operations are already underway. An extension to these temporary appointments will ensure adequate supervisory staff are available for these operations while also providing the employees additional time to hone their skills in supervising field crews and better positioning them to apply for a promotional opportunity in the future.

As such, MWW requests a 90-day extension of Mr. Vanriper's and Mr. Edwards' temporary appointments, which would result in a new expiration date of July 31, 2026.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or 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
- Resumes of Richard Vanriper and Timothy Edwards



**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	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
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:			
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:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) No 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	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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
POSITION TITLE	PAY RANGE	RATE OF PAY

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

Date Signed

Witness Name (Print)

Witness Signature



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



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AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE 10/29/2025	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
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PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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REPORTING OFFICER	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

Table with 3 columns: APPLICANT NAME (last, first, middle), DATE, POSITION TITLE, PAY RANGE, RATE OF PAY

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Temporary Appointment Applicant Signature

Date Signed

Witness Name (Print)

Witness Signature

Timothy Edwards

Milwaukee, WI | 414-526-7551

Tedwards414@yahoo.com

Professional Summary

Very reliable person with a professional attitude to work with employees, supervisor and management. Experience with excavating jobs, construction, and water repair installations of lead services. Specializes in excavating and installation of various materials to provide water services for homes and business.

Highlights

- **Knowledge of Water distribution system**
- **Computer forms and work orders**
- **Training employees**
- **Excavating jobs knowledge**
- **Read blueprints**
- **Great working with teams on solutions**
- **Communicating with public**
- **Great leadership and mentor**

Work Experience

Water Repair Crew Leader, City of Milwaukee / Water Works

4/2016 to Present

Training employees and teaching them various job functions and applications to repair water service. Reading blueprints for installation or repair of main gate valves, new water service for branch install for new business, and hydrants. Responsible for crew and job safety, also materials, measurements and cutting pipe for repairs. Operating backhoe for excavation driving service van, dump trucks and other heavy machinery to complete jobs. I take pride and responsibility in my job to provide others with resource and knowledge of water distribution policies and functions as Chief repair worker and as a training Supervisor.

Water Repair Worker, City of Milwaukee / Water Works

2009 to 2016

Conducted emergency water leak repairs on water mains, services, and valves to minimize interruptions. Developmental knowledge of plumbing, water distribution systems, and underground construction. Assist in sheeting and shoring of excavations for safety. Followed standard repair procedures for water main, valve, and service repairs. Notified customers in advance of water service interruptions and conducted water shut-offs as necessary. Safely operate various types of construction equipment including a backhoe-end loader and pneumatic tools. Effectively communicate with team members to coordinate tasks and maximize productivity. Assist in maintenance duties, including exercising valves for optimal functionality. Contributed to paving projects for efficient water distribution system maintenance. Demonstrate proficiency in locating and marking services and gate valves. Skilled in reading prints to support water utility operations.

Education

Washington High School, Milwaukee, WI,

Computer science Program University, Duluth, MN

Army National Guard, Fort Leonard Wood, MO, 88 Mike

Richard Van Riper

Milwaukee, WI 53207
414-640-0698

Vanripper888@gmail.com

Dynamic Water Repair Crew Lead with extensive experience at the City of Milwaukee, skilled in staff coaching and safety protocols. Proven track record in enhancing team performance through effective training and conflict resolution. Adept at equipment inspection and fostering a culture of safety, ensuring high-quality work and operational efficiency. Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

Skills

- Staff coaching
- Team management
- Delegating work
- Performance evaluations
- Equipment inspection
- 2 years of training and mentoring
- Employee development
- Job site evaluation
- Safety protocols and procedures
- Safety guidelines

Work History

Water Repair Crew Lead

City of Milwaukee - Department of Public Water Works, Milwaukee, WI

March 2024 - Current

- Discussed daily work requirements with crew and assigned skills-based tasks to enable completion of work.
- Monitored team members to verify work quality and address concerns.
- Settled crew member disputes by addressing problems quickly and providing successful mediation.
- Instructed crew members in safe work practices and methods to reduce work-related injuries.
- Communicated effectively with upper management, team members, and customers to keep everyone informed.
- Generated and analyzed weekly reports to track crew performance and identify areas of improvement.
- Established and enforced policies and procedures to maintain high standards of work.
- Followed instructions and safety protocols while operating machinery and equipment.
- Assisted in digging, trenching and backfilling trenches and foundations.
- Managed safe and efficient use of tools and equipment on work sites.

Water Repair Crew Member

City of Milwaukee- Department of Public Water Works, Milwaukee, WI

March 2021 - March 2024

- Assisted in installation, maintenance and repairs of municipal water infrastructure,
- Operated heavy machinery and tools in compliance with safety standards.
- Supported Senior Crew Leads in troubleshooting and emerging leak repairs.
- Consistently recognized for reliability, work ethic and technical proficiency.

Lead

DNK Remodeling, New Berlin, WI

January 2019 - February 2021

- Checked supply inventories and work orders daily to encourage subcontractor efficiency and productivity.
- Worked with employees to manage projects from design to completion.
- Moved and cleared debris from work sites to dispose of in designated areas.
- Followed instructions and safety protocols to prevent accidents and injuries.
- Loaded and unloaded materials onto trucks and trailers.

Installer Helper

Lifetime Radon Solutions, Delafield, WI

January 2016 - December 2018

- Operated tools, equipment, and machinery according to safety standards.
- Laid out materials and system components to prepare for installation.
- Completed troubleshooting of malfunctions and diagnosed issues.
- Assisted in calculating materials and time needed for each job.

Delivery Driver

Speedy Peedy, West Allis, WI

September 2012 - November 2015

- Completed on-time deliveries by choosing best and most efficient routes.
- Operated vehicle safely in highly congested areas.
- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Delivered packages to customer doorsteps and business offices.

Education

High School Diploma June 2012

E-Achieve - Waukesha South, Waukesha, WI

Certifications

- CDL - Class B
- Certified fork lift driver
- Milwaukee Water Works safety and operation training
- CPR/ First Aid Certified
- Confined Space Entry

JOB DESCRIPTION

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

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

1. Date Prepared/ Revised: 08/18/2025		2. Present Incumbent: Standard		Is incumbent underfilling position?			
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.			
5. Department: Public Works, Dept. of			Bureau: Division: Water Works		Unit: Field Operations Section: Distribution		
6. Work Location: 3850 N 35 th St.			Telephone: Email:		Work Schedule: Hours: 7:30 am – 4:30 pm, 3:30 pm – 12:00 am or 11:30 pm – 8:00 am Days: Monday – Friday		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: General City Management If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10.	Official Title: Water Field Supervisor				Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):				1FX		
	Requested Title (if applicable):						
Recommended Title (DER Use Only):				Approved by: Date:			

11. BASIC FUNCTION OF POSITION:

This position provides supervision of Distribution Section field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system. The position also provides knowledge and guidance to work crews, manages the equipment, vehicles and other resources and handles various interactions with residents, other City departments, contractors 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	Field Supervision <ul style="list-style-type: none"> 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.
20	<ul style="list-style-type: none"> Conduct field checks of prospective jobs, ensuring Digger's Hotline has marked locations of underground

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"> 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.
10	<ul style="list-style-type: none"> Provide on-call duty supervision throughout the year as assigned. Respond to emergencies during after business hours, determine if a leak requires immediate repair, assign crews if needed, conduct field inspections, follow up on job status, handle citizen concerns, and report unusual circumstances to upper management.
5	<ul style="list-style-type: none"> Respond to customer concerns in a diplomatic and considerate manner regarding water service interruptions, water piping leaks, property damage, construction condition and noise, traffic and parking issues, etc. Respond to elected official requests as assigned and report findings in a professional and timely manner. Conduct field investigations of damage and coordinate the MWW response and data collection in cooperation with the Water Claims Specialist.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Conduct vehicle inspection as assigned, coordinate DOT drug and alcohol testing appointments in compliance with proper procedures, conduct leak surveys, conduct home visits as assigned. Research tools and equipment. Manage field use of portable electronic devices. Other duties as assigned.
	<ul style="list-style-type: none">

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:

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.)

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.

- i. Education and Experience:
Four (4) years of experience performing duties related to 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. State of Wisconsin Department of Natural Resources Distribution Operations License D-1 within probationary period and throughout employment.
- 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"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.

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<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

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

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

CHECK ONE:

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

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

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 80%**

CHECK ALL THAT APPLY:

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

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.

<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input 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 (<i>please list</i>): Wrenches	
<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 checked="" type="checkbox"/> Other (<i>please list</i>): 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 (1st, 2nd, 3rd). 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

08/18/2025

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