



Department of Public Works
Operations Division- Forestry Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

Randy Krouse
Forestry Services Manager

May 1, 2023

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

RE: Request to Extend Probationary Period – Charles Harris

Dear Committee Members:

DPW Operations Division respectfully requests to extend the probationary period for Charles Harris, who was hired as an Urban Forestry Laborer, July 24, 2022. Mr. Harris is subject to a 6-month probationary period scheduled to end on May 6, 2023 after being administratively extended for a leave of absence.

Mr. Harris' overall performance has met job requirements, but he has not obtained the required Commercial Driver's license. Mr. Harris was on a leave of absence from August 31, 2022 until September 29, 2022. DPW Fleet was not adequately staffed to provide the required 40 hours of entry level driver training (ELDT) classroom instruction within the first six month of employment which is now a Federal requirement. DPW requests his probationary period be extended six months to November 6, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact Randy Krouse, Forestry Manager (x8499 rkrous@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

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

DAR:mmp
cc: Dan Thomas, Randy Krouse, Jeff Kluslow

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: 4/23/2023		2. Present Incumbent: Standard		Is incumbent underfilling position?	
3. Date Filled: NA		4. Previous Incumbent: NA		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Public Works, Dept. of		Bureau: Division: Operations		Unit: Section: Forestry	
6. Work Location: Various		Telephone: Email:		Work Schedule: Hours: 40 / 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? None		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Urban Forestry Laborer			Pay Range	Job Code
	Underfill Title (if applicable):			8EN	1001
	Requested Title (if applicable): Urban Forestry Laborer				704
Recommended Title (DER Use Only):			Approved by:		
			Date:		

11. BASIC FUNCTION OF POSITION:

This position performs various horticultural work activities in the establishment, maintenance and renovation of boulevards and other City greenspaces. The position also provides ground level support for tree maintenance crews performing more technical tasks (pruning, tree removal, stump grinding, emergency storm response, etc.) on City trees. This position also functions in an emergency capacity to remove fallen branches and tree debris and perform snow and ice control operations.

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"> Plants, maintains and removes trees, shrubs, flowers and turf on city boulevards and other greenspaces including: site preparation and planting, bed building and repair, mowing and trimming, mulching, weeding, watering, application of pesticides and fertilizers, pruning and removal of small trees and shrubs from ground level, brush removal, stump removal, irrigation repair, and litter clean-up.
30	<ul style="list-style-type: none"> Operates and drives large vehicles and specialized outdoor power equipment and tools including: 1-ton and 2.5-ton dump trucks with trailers, snow plows and deicing equipment, topsoil/mulch spreaders, trenchers, commercial riding mowers, push mowers, turf sweepers, brush chippers, chainsaws, string and hedge trimmers, edgers, sprayers, tree injection equipment, and other hand and motorized equipment used in the industry.
15	<ul style="list-style-type: none"> Performs emergency services on an as- needed (on-call) and scheduled basis including snow plowing, salting and anti-icing of City streets, emergency storm clean-up (cutting, chipping and hauling of fallen branches and tree debris), and assists with irrigation repairs.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Records and keeps accurate daily work records.
5	<ul style="list-style-type: none"> Provide assistance to municipal nursery or other DPW divisions as needed.
5	<ul style="list-style-type: none"> Other duties as assigned.

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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Urban Forestry Specialist, Urban Forestry Crew Leader, Urban Forestry Manager

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

In a crew situation, duties are assigned and methods are outlined by the Manager, Crew Leader, or Urban Forestry Specialist. Individual assignments performed under general supervision by the Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **No direct supervision. May provide on the job task training for new or seasonal employees, and report safety violations to management.**

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 <i>(Select those that apply from list above, a - h)</i>

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

- i. Education and Experience:
High School diploma or equivalent.
- ii. Knowledge, Skills and Abilities:
 - Ability to learn and follow ANSI and OSHA safety regulations. rules, practices and procedures applicable to the arboricultural and landscape industry
 - Ability to safely operate and provide operator level maintenance for outdoor power equipment such as chainsaws, blowers, trimmers, mowers, chippers, rototillers, etc.
 - Ability to learn, know, and identify common tree and landscape plant species, and signs and symptoms of common insects and diseases.
 - Ability to plant, maintain and remove small trees, shrubs, flowers, and turf.
 - Ability to safely operate and drive vehicles large vehicles and heavy equipment such as a 2.5-ton dump and snow plow and salting truck, 1-ton truck with trailer, commercial mower, powered soil and mulching trailer, brush chippers, etc.
 - Ability to use a chainsaw safely, and perform field maintenance as necessary.
 - Ability to safely utilize job-related power equipment and hand-held equipment.
 - Ability to construct, repair, and maintain irrigation systems.
 - Ability to learn to safely drive and operate snow plows and salt trucks on city streets.
 - Ability to transfer objects weighing 50 lbs. or more.
 - Ability to document daily activity reports.
 - Ability to understand and follow written and verbal instructions, work rules, policies and regulations.

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- Ability to read and interpret maps.
- Ability to attain and maintain a WI commercial pesticide applicator licence and safely apply pesticides.
- Ability to perform moderate to heavy manual labor.
- Ability to withstand prolonged exposure to variable and adverse weather conditions.
- Ability to work extended work shifts as needed during emergency operations.
- Ability to remain calm and work safely and effectively during emergency situations.
- Effective written and verbal communication skills.
- Ability to work effectively independently and as part of a crew and team environment within a diverse workgroup.
- Ability to be courteous and diplomatic to the public.

iii. Certifications, Licenses, Registrations:

- Valid driver's license at time of application and throughout employment. Must have a good driving record.
- Possess a Class B Commercial Driver's License (CDL) without Air Brake Restriction within 6 months of appointment and throughout employment.
- Obtain a State of Wisconsin Pesticide Applicator Certification within 1 year of appointment and throughout employment.
- Obtain basic First Aid, CPR Certification within 1 year of appointment and throughout employment.
- Earn the Tree Care Industry Association (TCIA) Ground Operations Specialist Credential within 1 year of employment.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<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.

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

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

CHECK ONE:

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

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 checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

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<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Shovels, rakes, saws, loppers, pruners, etc.	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Small engine equipment, light-medium outdoor power equipment, large trucks with trailers	

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 conduct and appearance. Must be able to respond and report for emergency callout assignments.

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



4/23/23

Signature of Department Head or Designated Representative

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