



Jerrel Kruschke, P.E.
Commissioner of Public Works

Department of Public Works
Administration

March 3, 2026

Ms. Jackie Q. Carter
Director, Employee Relations
City Hall, Room 706

Subject: Exempt Status for Operations Division Director

Dear Ms. Carter:

The Department of Public Works (DPW) requests the re-exemption of the position of Operations Division Director in Pay Range 1SX. This position provides the overall direction for the Operations Division. Director Danielle Rodriguez who is the current incumbent was named by Mayor Johnson as the city's new Department Head for the Administration Department. We would like to process this request as she goes through her confirmation process.

This position works directly with Department "Command Staff," specifically the Commissioner of Public Works and other "division heads." This position is responsible for the day-to-day administration of the various sections of the division.

The individual filling this position must reflect the philosophy of the Administration (and the Commissioner of Public Works) in matters of significance to the City, and must adhere to the policy directives of the Administration in a manner consistent with current/adopted policy.

Under the direction of the Commissioner, key responsibilities of this position include:

Oversee and direct the Milwaukee snow and ice control operations for the 1,472 miles of city streets;

Manage 500 employees and multiple private contractors and deploy over 350 pieces of snow fitting pieces of equipment to execute rapid and calculated responses to maintain safe streets for all winter weather conditions;

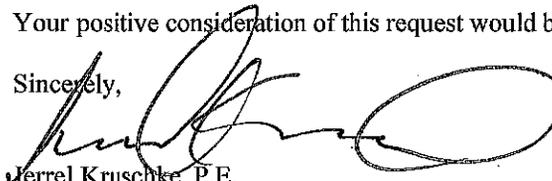
Lead and support the four sections within the Operations Division including: Sanitation (garbage and recycling collections, two drop-off centers and street sweeping program); Forestry (urban forest management, boulevard landscaping and maintenance, plant nursery operation, code compliance); Fleet (procurement, repair and maintenance of over 4,000 vehicles and equipment); and Parking (7,000 parking meters, 4 structures and 44 surface lots, parking enforcement and Tow Lot operations);

The Operations Division has over 850 full-time employees and up to 1,100 total seasonal operations affecting residents, businesses and visitors to the city;

Represent the Commissioner before various Common Council committees, the City Service Commission, and on various task forces and committees.

Your positive consideration of this request would be appreciated.

Sincerely,


Jerrel Kruschke, P.E.

Commissioner of Public Works

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: 3/3/2026		2. Present Incumbent: Danielle Rodriguez		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: Department of Public Works			Bureau:		Unit:
			Division: Operations		Section: Administration
6. Work Location: 841 N Broadway, Room 620			Telephone:		Work Schedule:
			Email:		Hours: 8:00am – 4:45pm / Days: Monday - Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: 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: Operations Division Director				Pay Range	Job Code
				1SX	5825
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

Oversee and direct the Milwaukee snow and ice control operations for the 1,472 miles of city streets. Manage 500 employees and multiple private contractors and deploy over 350 pieces of snow fitting pieces of equipment to execute rapid and calculated responses to maintain safe streets for all winter weather conditions. Lead and support the four sections within the Operations Division including: Sanitation (garbage and recycling collections, two drop-off centers and street sweeping program); Forestry (urban forest management, boulevard landscaping and maintenance, plant nursery operation, code compliance); Fleet (procurement, repair and maintenance of over 4,000 vehicles and equipment); and Parking (7,000 parking meters, 4 structures and 44 surface lots, parking enforcement and Tow Lot operations). The Operations Division has over 850 full-time employees and up to 1,100 total seasonal operations affecting residents, businesses and visitors to the city.

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
25	<ul style="list-style-type: none"> Direct overall operations of each Section including Fleets, Forestry and Sanitation to be in alignment with DPW's mission to deliver high quality, life enhancing services as efficiently and cost effectively as possible. Foster, promote and expect professionalism, customer service, efficiency, and standard operating procedures for consistent application of best management practices.
20	<ul style="list-style-type: none"> Lead the Snow and Ice Team to deliver safe, efficient and effective snow and ice control operations. Maintain safe and passable streets throughout the City in order to provide citizens and visitors safe travel and keeping businesses open to facilitate the economic health of the City. Provide timely communications with the Electeds for each operation and act as the face of the City of Milwaukee snow fighting efforts for the media to get the word out on our efforts to manage the storm.
20	<ul style="list-style-type: none"> Manage the snow and ice control operations by advance planning, review, procurement and implementation of equipment, supplies, materials and staffing needed for effective operations. Ensure quality and timely training and communications are conducted of Managers, Supervisors, Drivers, Patrol, Route Monitors and Coordinators to be integral components of the snow fighting efforts.

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
	<ul style="list-style-type: none"> Develop Standard Operating Procedures for all aspects of the operations. Coordinate with weather services for the most accurate and timely information.
20	<ul style="list-style-type: none"> Direct the Parking Services enterprise fund operation by providing leadership and counsel for the management team. Liaise with the elected officials regarding parking matters and regulations that meet the needs of the constituency. Lead and support the variety of parking operations with a business acumen.
10	<ul style="list-style-type: none"> Oversee the administrative tasks of the division. Together with the Section Managers, partner with the Budget office and DPW budget staff to ensure a cooperative, collaborative and timely development and submittal of the Operations budget. Provide overall management of the administration group of Operations by providing policies and procedures and review of outcomes that meet the needs of each section and services provided to the customers.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Perform other duties as required
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Jerrel Kruschke – Commissioner of Public Works

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

Overall direction of the Department, Common Council and Mayor

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 350.

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)
4	Operations Section Managers: Fleet Services Manager Forestry Services Manager Sanitation Services Manager Parking Services Manager	a, b, c, d, e, f, g, h
1	Operations Administration Manager	a, b, c, d, e, f, g, h
1	Operations Services Manager	a, b, c, d, e, f, g, h
1	Operations Policy and Grant Manager	a, b, c, d, e, f, g, h

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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	Business Systems Coordinator	a, b, c, d, e, f, g, h
1	Operations Human Resources Administrator	a, b, c, d, e, f, g, h

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

i. Education and Experience:

Bachelor's degree in Engineering, Public Administration, Environmental Studies, Forestry, Economics, or Science, with at least ten years of managerial experience over a significant organizational work unit. Must have at least five years of experience in high level management of public service. Master's degree is desirable.

ii. Knowledge, Skills and Abilities:

- Understanding of the City Service Commission rules and requirements.
- Thorough knowledge of the City of Milwaukee organizational and political structure, policies and procedures.
- Knowledge of federal and state regulatory requirements as it relates to clean air. Waterways, garbage landfills operations and recycling operations.
- Thorough knowledge of City of Milwaukee City Ordinances and State Statues.
- Thorough knowledge and understanding of snow and ice control operations to maintain safe and passable streets within DNR and EPA regulations to protect surface water ways and the environment.
- Commanding knowledge of departmental work rules, policies ad procedures as they relate to labor relations to effectively manage and communicate with staff, including meet and confer sessions, disciplinary hearings, Performance Reviews, new employee orientation, training, etc. as needed to ensure proper alignment and performance of staff.
- Possess excellent communication skills, both written and verbal.
- Effective problem-solving and experience at organizing and developing action plans to accomplish project goals and monitor progress for successful implementation and completion.
- Ability to set policies and procedures to maintain a high quality and effective professional work culture of the organization that meets the needs of elected officials and residents, businesses and visitors to the City of Milwaukee.
- Possess accomplished coaching and leadership skills to provide consistent motivation, support and direction to management teams throughout the Division.
- Ability to manage under pressure and through emergency operations and conditions to lead the organization for the safety and wellbeing of the community at large under adverse conditions and pressures.
- Ability to work long hours for extended periods of time with the ability and willingness to be present and available throughout the winter season to lead and manage the City of Milwaukee's snow and ice control efforts.
- Ability to represent the Department at Common Council Committee meetings as well as other organizations internally and externally as a professional and knowledgeable liaison. Must be confident and diplomatic as well as have the ability to speak eruditely in public and professionally present information while representing the Department.

iii. Certifications, Licenses, Registrations:

Valid WI driver's license at the time of appointment and maintained continuously throughout employment

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.

iv. Other Requirements:

- Must be a committed professional dedicated to complete integrity.
- Must be able to communicate effectively and with diplomacy with staff, the CPW, elected officials, the Mayor's office, etc. during normal business and under stressful or emergency conditions.
- Must be able to run and facilitate effective meetings, develop action plans, monitor progress and ensure timely implementation of desired outcomes.
- Must be able to handle criticism and use feedback for continual process improvement.
- Must be able to respond to emergency conditions and events in a calm, collected manner and report quickly to lead the operations.

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 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 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 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.)

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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.
<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: 10%**

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 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 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 type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
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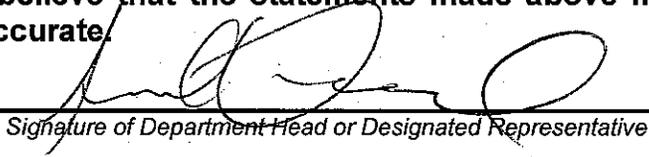
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<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input 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 (<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 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 dedicated to monitoring winter weather conditions continuously throughout the autumn, winter and spring to stay abreast of possible road impacts and ensure that DPW responds rapidly but calculated as needed to provide public safety. Must be able to work outdoors in all types of weather conditions, respond to after business hours emergencies, report to work at all hours of the day or night, week day, weekends, and holidays to manage weather related events and other emergencies to deploy staff as needed to protect public safety. Must be able to professionally represent DPW and the City of Milwaukee to the general public, elected officials, various board and commissions and the news media. Must be decisive and diplomatic. Must have high ethical standard and must 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

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.



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: March 4, 2026

RE: Request from the Department of Public Works (DPW) to **re-exempt** the position of Operations Division Director

Position title	Number of positions	Pay Range
Operations Division Director	1	1SX (\$149,117-\$215,018)

Please find attached a request from Commissioner of Public Works Jerrel Kruschke requesting a **re-exemption** of the position of Operations Division Director, as well as a job description for the position.

Reporting directly to the Commissioner of Public Works, the Operations Division Director is a key leadership position within the DPW, charged with management of the City's snow and ice control operations and four major functions within the DPW: Sanitation, Forestry, Fleet and Parking. The incumbent represents the DPW at public meetings and in front of the media, creates and executes the divisional budget and develops, reviews and implements policies that affect one of the City's largest operational divisions. The incumbent must understand, articulate and execute the directives and priorities of the Commissioner of Public Works, independently address questions and concerns of policy makers and serve as a vital member of the DPW leadership team. For these reasons, I respectfully recommend that the request to **re-exempt** the position of Operations Division Director be granted.

Of note, the current incumbent has been appointed by Mayor Johnson as the Administration Director and is presently undergoing the Common Council's confirmation process. Given the time-sensitive nature of the position's functions, the DPW Commissioner has requested that posting materials be ready in anticipation of that vacancy; accordingly, this request is before the Commission while the incumbent is still in the position.

Please contact me at 414.286.8643 should you have any questions regarding this request.