



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
<http://www.city.milwaukee.gov/police>

Jeffrey B. Norman
Chief of Police

(414) 933-4444

June 17, 2025

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202


RE: Request for Police Facilities Laborer Examination/Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Police Facilities Laborer as soon as administratively possible. The Police Facilities Laborer has a wide range of responsibilities in relation to the exterior of Milwaukee Police Department (MPD) facilities, and will work with a large variety of materials including, but not limited to asphalt, concrete, topsoil, and plants. This position will oversee rectifying deficiencies in MPD's Central Booking and district station booking facilities and will contribute to maintaining the department's Wisconsin Law Enforcement Accreditation Group (WILEAG) certification.

Attached please find a job description for the Police Facilities Laborer position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Meryl Simmons at (414) 935-7591.

Sincerely,



JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ms
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service

Commission: _____

Fire & Police

Commission: _____

Finance

Committee: _____

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: 2-1-2023 / 6-17-2025	2. Present Incumbent: 3 Positions	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate underfill title in box 10.		
3. Date Filled:	4. Previous Incumbent: N/A			
5. Department: Police	Bureau: Administration Division: Facilities Services	Unit: Section		
6. Work Location: Varies	Telephone: 414-935-7534 Email: mpipia@milwaukee.gov	Work Schedule: Hours: Normally 7:30 am - 3:30 pm / 3:30pm- 11:30pm Days: Mon-Fri.; Tues.-Sat.; Sun.-Thurs possible 4 on/ 3 off dependent on department need		
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: Police Facilities Laborer	Pay Range 8EN		Job Code	EEO Code
Underfill Title (if applicable):				
Requested Title (if applicable):				
Recommended Title (DER Use Only):	Approved by: _____ Date: _____			

11. BASIC FUNCTION OF POSITION:

The Police Facilities Laborer has a wide range of responsibilities when performing work for the Milwaukee Police Department (MPD). This position will use and operate various equipment and tools needed to perform their duties. This work often varies, but has seasonal responsibilities in relation to the exterior of MPD Facilities. This position will oversee rectifying deficiencies in MPD's Central Booking and district station booking facilities and will contribute to maintaining the department's WILEAG certification. Police Facilities Laborer will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc., and will be expected to perform their duties in all environmental and inclement weather conditions; hot weather, cold weather, rain, etc. Police Facilities Laborer may be required to perform duties under unpleasant working conditions. Tenacity and good work ethic is required. Prior experience in facilities maintenance/ handyperson repair work is preferred.

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
100	<ul style="list-style-type: none"> • Regular and consistent attendance. • Accurately complete daily documentation of activities. • Seasonal duties including plowing/ shoveling snow, spreads sand or salt on icy streets and/or sidewalks • Spreads mulch, uses mower on turf, pressure washer on building/ walk-ways, etc. • Plants trees, grass, shrubs, and flowers; lays sod; and assists in general maintenance of green areas. • Digs trenches and post holes. Cleans coagulation basins, sidewalks, sallyports and exterior of police buildings • Maintain vehicle, equipment, and tools. Ensure adequate supplies and materials for a variety of job tasks.

	<ul style="list-style-type: none"> • Maintains and troubleshoots electrical control devices and locks within the jail and office areas • Ensures daily maintenance reports submitted to facilities management staff and jail command staff as needed. • Performs periodic maintenance inspections of the facilities. • Contributes to creating and maintaining preventative maintenance schedules for all Police Department buildings. • Assist in maintaining the Departments WILEAG Certification by rectifying facilities related deficiencies in MPD's Central booking and district station booking facilities. • Perform minor tuckpointing, concrete patching/repair, and complete ground and asphalt jobs to exterior buildings and parking lot and parking structures. • Uses a variety of hand tools, such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, pruners, and the like, in construction and maintenance work. • Operates air compressors, pumps, concrete mixer, concrete cutting saw, snow blowers, forklift truck, and skid loader as required. Operates a variety of hand operated power equipment, such as air hammers, concrete saws, power mowers, pumps, tampers, and the like, in construction and maintenance work • Cleaning construction site of materials, equipment and debris. Performs custodial work, such as sweeping and cleaning. Not limited to exterior of building. • Sorts, moves, and stacks materials. • Assists and performs supplementary duties for MPD trades, Custodial Workers and other workers in department. • Respond to emergencies such as building flooding and other work of various kinds, including that which he/she is required to do outside his/her regular working hours • Places traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety. • Perform other duties as assigned, such as but not limited to: shuttle vehicles, ground and asphalt jobs, open manholes, clean shop and yard, etc. • Escort, assist and advise private contract personnel. • Read blueprints, manuals and schematics to ensure proper repair and/or maintenance of equipment.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Milwaukee Police Department- Building Maintenance Supervisor

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

Work is reviewed while in progress and upon completion.

Work schedules are prepared by Building Maintenance Supervisor acting supervisor.

Work is scheduled and reviewed regularly by Building Maintenance Supervisor, Assistant Police Facilities Manager and Police Facilities Manager. Work is prioritized based on seasonal and department needs.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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)

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

i. Education and Experience:

High school diploma or equivalent (GED) required. Past facilities maintenance/handy-person work is desired.

ii. Knowledge, Skills and Abilities:

- Basic knowledge of general construction and building techniques.
- General knowledge of building systems and building envelopes, and the ability to make minor repairs.
- General knowledge of security procedures when working with power tools and other equipment in and around a jail facility.
- General skill in interacting with inmates during the course of work.
- General skill in interacting with people in all socio-economic levels.
- General skill using computers and software (Excel, Word, Outlook, Work Order Systems).
- Ability to identify facilities related deficiencies within various MPD facilities.
- Ability to be in good physical condition and be able to withstand prolonged exposure to variable weather conditions.
- Ability to climb ladders or scaffolding both above and below grade.
- Ability to lift and work with all job-related equipment.
- Ability to follow oral and written directions.
- Ability to send a daily report via email to supervisors.
- Mechanical ability to operate pneumatic and motorized equipment.

iii. Certifications, Licenses, Registrations:

Valid State of Wisconsin Driver's License at and throughout employment is required

iv. Other Requirements:

Good organizational skills. Must be diplomatic when dealing with the general public/ department members. Should be industrious, careful, reliable and able to get along with fellow workers. Overtime work may be required.

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 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.
<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.
<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 checked="" 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.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" 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 checked="" 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>): Any tools that may be used by the Field crews	
<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 checked="" type="checkbox"/> Other (<i>please list</i>): Construction equipment and tools	

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 characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The Facilities Laborer-Police is required to be physically fit to perform lifting and working with equipment. They must exhibit good safety judgement as the materials and working conditions can be hazardous.

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

Signature of Department Head or Designated Representative