



Department of Administration
Environmental Collaboration Office

Cavalier Johnson
Mayor

Preston Cole
Director

Erick Shambarger
Environmental Sustainability Director

November 11th, 2025

Jackie Q. Carter
Director of Employee Relations
Room 701 City Hall

RE: Exemption Request for Environmental Sustainability Program Coordinator position for the Water Centric City program in the Environmental Collaboration Office (ECO)

Dear Ms. Carter,

The Environmental Collaboration Office (ECO) in the Department of Administration has a new vacancy for an **Environmental Sustainability Program Coordinator position** leading our Water Centric City Initiative and staffing Mayor Johnson in his role on the board of the Great Lakes St. Lawrence Cities Initiative. The position works closely with MMSD, the UWM School of Freshwater Sciences, Water Council, and other local partners to elevate Milwaukee's brand as a global leader in sustainable freshwater management. It is currently exempt from civil-service and we request that it be re-exempted.

We request that the City Service Commission exempt this position from civil service requirements and allow ECO to use the existing position classifications of Environmental Sustainability Program Coordinator. We have also provided a job description with an eye toward this being considered at the December 2nd CSC meeting. This will give the City the best opportunity to successfully implement ECO's politically-sensitive programs. For these reasons, we request your favorable consideration.

Sincerely,

Erick Shambarger
Director of Environmental Sustainability

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: 11/11/2025		2. Present Incumbent: Trent Thurston		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: 9/29/2025		4. Previous Incumbent:			
5. Department: Administration, Dept. of			Bureau: Division: ECO		Unit: Section:
6. Work Location: City Hall			Telephone: Email:		Work Schedule: Hours: 8a-5pm / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City 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: Environmental Sustainability Program Coordinator				Pay Range 2JX	Job Code 5331
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Environmental Sustainability Program Coordinator (Water Centric City) will work with the Environmental Sustainability Director to oversee Milwaukee's sustainability work with particular emphasis on the City's Water Centric City initiative (Milwaukee.gov/WCC). This includes coordinating partnerships across city departments and external agencies including the Milwaukee Metropolitan Sewerage District. The position will work to increase green stormwater infrastructure in the City, reduce plastic waste in our lakes and rivers, support the City's participation in the Great Lakes St. Lawrence Cities initiative, and assist in applicable grant-writing, program marketing, and civic engagement of all ECO programs.

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%	• Oversee the City's Water Centric City initiative, including implementation of the City's Green Infrastructure Plan.
15%	• Support ECO's efforts to reduce plastic waste in our lakes and rivers
15%	• Staff the Mayor in his role on the Great Lakes St. Lawrence Cities Initiative
15%	• Grant-writing and administration
20%	• Civic engagement and outreach, including supporting ECO's website, social media, and production of public education materials.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	• Staff meetings, community engagement on projects, and 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:

Erick Shambarger, Director of Environmental Sustainability

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

Position will receive extensive supervision and mentoring, especially in the first year. Meet weekly one-on-one with the Environmental Sustainability Director and with staff at least weekly.

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 <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:

A bachelor's degree in environmental studies, water policy, public affairs, or related field is required. Project experience as intern or class team work related to water policy.

ii. Knowledge, Skills and Abilities:

ECO emphasizes three qualities for all team members: Project Management, Personal Growth, and Community Leadership. The ideal candidate should bring outstanding project coordination/management skills and be able to prioritize among various program demands. Under the direction of the City's Environmental Sustainability Director, the position will grow their management, leadership, and communication skills, and continuing education is encouraged.

Technical

- Familiarity with the principles of green stormwater infrastructure design
- Experience with basic graphic design in Canva or Adobe Creative Suite is highly desirable to support public engagement.

Communication and Interpersonal

- Superior written and visual communication skills to prepare compelling, audience-appropriate correspondence.
- Highly developed verbal communication and presentation skills.
- Ability to communicate effectively with a wide variety of audiences.
- Ability to identify and build relationships in the community.
- Ability to exhibit cultural awareness and sensitivity.

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- Ability to ensure mechanisms for obtaining feedback and input from persons with diverse backgrounds and to consider the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of public messaging.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Willingness to positively engage with the public and answer questions from residents, media, and stakeholders.

Critical Thinking and Professionalism

- Ability to plan, organize and accomplish work, manage multiple assignments simultaneously and meet deadlines.
- Skill in analyzing and solving problems.
- Ability to exercise sound judgment.
- Ability to perform well under pressure.
- Time management skills, including the ability to manage multiple and competing priorities.
- Ability to approach projects with energy, creativity, and resourcefulness.
- Ability to demonstrate professionalism, poise, and courtesy.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

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 type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.

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<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.)

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: 20%**

CHECK ALL THAT APPLY:

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

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<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.)

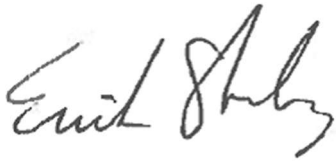
CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<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 checked="" 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 (please list):	
<input type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

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

The position works in a collaborative team environment to facilitate the adoption of new, environmentally sustainable technologies in cost-effective, efficient, and equitable manner. Classwork or experience in both technology and policy is preferred. Commitment and passion toward protecting the environment while effectively serving the public is important.

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



Signature of Department Head or Designated Representative

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Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: The Honorable
The Board of City Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: November 25, 2025

RE: Request from the Department of Administration, Environmental Collaboration Office, to
re-exempt one position of Environmental Sustainability Program Coordinator

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Environmental Sustainability Program Coord.	1	2JX (\$80,774-\$92,612)

Please find attached a request letter from DOA Environmental Sustainability Director Erick Shambarger to **re-exempt** one position of Environmental Sustainability Program Coordinator, as well as a general job description for the position.

This Environmental Sustainability Program Coordinator represents and staffs the mayor in his role on the Board of the Great Lakes St. Lawrence Cities Initiative and represents the administration and other City policy leaders with other local academic and governmental partners. Due to the need for the incumbent to be in alignment with the direction and policy initiatives of City leaders, I recommend that this position be **re-exempted**.

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