



**Department of Public Works
Operations Division- Sanitation Services**

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

Rick Meyers
Sanitation Services Manager

May 24th, 2025

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

RE: Request to Extend Temporary Appointment – Lawson, Jermane

Dear City Service Commissioners:

DPW Operations Division respectfully requests a Three-month temporary appointment to the position of Sanitation Inspector 1 for Mr. Jermane Lawson. The original temporary appointment began on September 29th, 2024 and will end on November 23rd, 2024. The first extension was 6 months from November 24th, 2024 -May 24, 2025. His appointment has been administratively extended to June 3rd 2025. We respectfully request a Three-month temporary appointment from June 3rd, 2025 till August 24th, 2025.

Mr. Lawson is currently a City Laborer in Sanitation. He was selected for the Temporary Sanitation Inspector 1 position based on his work performance, his attendance, ability to grasp new task and training. Sanitation Services utilizes the Temporary Sanitation Inspector 1 position provides code enforcement of garbage, recycling and related solid waste ordinances. There is currently 1 vacancy due to the incumbent being on a medical leave of absence. This position plays a critically important role both during fall and winter seasonal operations. This is the second extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Rick Meyers, Sanitation Services Manager (x2332 rmeyer@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

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

DAR:mmmp
cc: Dan Thomas, Rick Meyers, Alan Kerr



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 DPW Operations	LAST NAME Lawson	FIRST NAME Jermame	INITIAL L
AUTHORIZED POSITION TITLE Sanitation Inspector 1	PAY RANGE 8DN	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input checked="" type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 6/3/2025	ANTICIPATED EXPIRATION DATE 8/24/2025	T.A. RATE OF PAY 2,052.71
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: There is a temporary vacancy due to an employee who is on a medical leave of absence who is expected to return.			
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: Based on his work performance, his attendance, ability to grasp new task and training. To be able to complete training with the position. Expressed desire to work in the capacity if available. Applied to the position when it was posted.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> CDL Holder, Snow Plow Training		<u>WORK EXPERIENCE:</u> Worked as a Sanitation City Laborer for over 2 years by collecting solid waste, recyclables, furniture, brush, and appliances, and loading them onto a garbage truck, operate the hydraulic controls of the garbage truck. Participates in the city's ice	
<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Operations Sanitation	CURRENT POSITION TITLE: City Laborer	EMPLOYEE ID NUMBER: 036231
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 APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 Rick Meyers	SIGNATURE: <i>Rick Meyers</i>	TITLE Sanitation Services Manager	DATE 5/23/2025
APPROVING OFFICER Chuck Schumacher	SIGNATURE: <i>Chuck Schumacher</i>	TITLE Operations Administration Manager	DATE 5/23/2025
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 (<i>last, first, middle</i>)		DATE
Lawson, Jermane		06/03/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Sanitation Inspector 1	8DN	\$2,052.71

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

5/23/25
Date Signed

Jeffery Smith
Witness Name (Print)


Witness Signature

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: 1/12/2023		2. Present Incumbent:		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: Operations		Unit: Section: Sanitation
6. Work Location: Field locations			Telephone: Email:		Work Schedule: Hours: 40 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: N/A 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: Sanitation Inspector			Pay Range	Job Code
				8DN	2583
	Underfill Title (if applicable):				
	Requested Title (if applicable): Sanitation Inspector				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position provides code enforcement of garbage, recycling and related solid waste ordinances and refers other conditions to applicable City departments to maintain safe and clean neighborhoods. The position also provides support during snow and ice control operations. It performs code enforcement while representing the City in a highly professional manner, exhibiting customer service by educating citizens on applicable codes in a courteous manner, and practicing non-escalation and de-escalation techniques as necessary to avoid and diffuse potential conflict.

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	<ul style="list-style-type: none"> Perform code enforcement for various solid waste and snow & ice removal ordinances while representing the City in highly professional manner, exhibiting customer service by educating citizens on applicable codes in courteous manner, and practicing non-escalation and de-escalation techniques as necessary to avoid and diffuse potential conflict. Write clean up orders and post notification tags for nuisance garbage, cart returns, and other violations. Document violations by taking photos with digital cameras, download digital pictures onto City network. Keep detailed, accurate, and organized records of code enforcement activity.
20	<ul style="list-style-type: none"> Enter code violations and service responses into DPW Call Center application and refer situations to other responsible departments as applicable. Coordinate with field supervisors for abatement of violations as applicable. Contact citizens and aldermen by phone or email to resolve service inquiries and related issues. Create and maintain various reports and spreadsheets using Microsoft Excel software or other prescribed electronic systems.
10	<ul style="list-style-type: none"> Perform light to medium manual labor, frequently outside during inclement weather or under unpleasant working conditions and outside regular working hours. Assist general ice control and snow plowing operations requiring a considerable amount of overtime work. Assist supervision in tracking progress and reallocating equipment while performing snow duty office role. Perform custodial duties such as sweeping, cleaning, loading and unloading trucks. Assemble, dismantle, deliver and pick up refuse/recycle carts.

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"> Shovel snow, spread sand or salt on city streets and walkways. Assist drivers with mounting snow plow blades; assist with other Sanitation yard duties as assigned.
5	<ul style="list-style-type: none"> Represent division at neighborhood walk-throughs and other public meetings. Prepare information for department's representation at public hearings such as Judicial & Legislative Committee Meetings and Administrative Review Appeals Board.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Serve as gate attendant at City Drop Off Centers as needed, verifying eligibility for site usage, screening vehicle loads, and providing direction to customers.
5	<ul style="list-style-type: none"> Serve in lead role on special projects or as needed to assist monitoring sanitation crews.
5	<ul style="list-style-type: none"> Other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sanitation District Manager

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

While incumbents are expected to carry out assignments with a high degree of independence, daily activities and work in progress are subject to supervisory review.

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 graduate or equivalent. Additional college level courses are desirable. Must be able to read and understand City Solid Waste regulations.
- ii. Knowledge, Skills and Abilities:
Strong written and oral communication skills. Excellent customer service skills including ability to deal tactfully with citizens and public officials. Ability to avoid and diffuse potential conflict in difficult conversations. Must be proficient using Microsoft Word and Excel applications. Good keyboarding skills are required for daily data retrieval and entry into work management system. Ability to work independently with minimal supervision. Must be able to read a map. Incumbents do not have on-going supervisory responsibility but may function as a lead worker on a project basis.
- iii. Certifications, Licenses, Registrations:
A valid State of Wisconsin drivers license.
- iv. Other Requirements:
Must be available to work irregular or extended hours as needed for Drop Off Center coverage and

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overtime during snow & ice control events.

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 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 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 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 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.

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<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:** 75%

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 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 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 checked="" 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software							
<input checked="" type="checkbox"/>	Hand tools (please list):									
<input checked="" type="checkbox"/>	Office Machines (check all that apply):		<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input checked="" type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list): Smart Phone/Tablet									

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.

- 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.)

This position interacts with the public daily, often in potentially unpleasant situations regarding noncompliance with City ordinances. Incumbent must be able to maintain composure and professionalism in these high-pressure situations and must have the requisite skills to deal with all types of personalities in a diplomatic manner.

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



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.

Jermame Lawson

OBJECTIVE

Seeking a new role where experience and knowledge helps improve the overall workplace and obtain a position that will enhance my customer relation skills, leadership, critical strategizing capability, and overall work ethic.

SKILLS

- Quick Learner
- Basic Data Entry
- Customer Service Skills
- Advance Trainer
- Delivery/Route Management
- Supervisory/Leadership Skills

EXPERIENCE

SANITATION LABORER -DPW • CITY OF MILWAUKEE • 10/2022 – CURRENT

- Performs manual city sanitation work
- Participates in the city's snow and ice control operations by driving trucks and operating snow blowers to remove snow and ice from streets, removing snow using shovels, and spreading sand or salt on icy streets and sidewalks
- Assist sanitation workers by collecting solid waste, recyclables, furniture, brush, and appliances, and loading them onto a garbage truck; operate the hydraulic controls of the garbage truck
- Perform all work safely, in accordance with departmental policies, municipal and state laws, occupational safety & health administration (OSHA) regulations
- Complete required paperwork such as work logs and timecards
- Other assigned duties

PRODUCTION HUB SUPERVISOR • O'REILLYS • 11/2016 – 10/2022

- Works with and reports to the General Manager and is responsible for HUB production and operations
- Supervise and coordinate production and shipment lines
- Works closely with all client management teams, complete all parts department cycle counts including OUTS
- Work closely with store management team to stock all parts department parts
- Comply with all federal, state, and local laws
- Comply with all company policies and procedures
- Train and develop Team Members to help assure the HUB is operated according to company policies and procedures
- Coordinate the delivery of product, maintaining inventories, keeping operating records, or preparing daily record of transactions

SR AUTO MECHANIC • UPTOP MOTORING • 02/2009 – 11/2016

- Using manual and computerized diagnostic methods to identify potential problems in a car
- Explaining mechanical problems and possible solutions to clients
- Planning work and testing procedures using charts, experience, and other organizational methods
- Testing parts and systems to ensure they work correctly
- Ensuring all critical parts are checked and tested
- Performing basic automotive care, including changing oil, and rotating tires
- Repairing or replacing worn, old or defective parts of a car
- Repairing or modifying a car to a client's specifications, if possible

EDUCATION/CERTIFICATIONS/LICENSES

Holy Redeemer High – Milwaukee, WI – 2003
High School Diploma

City of Milwaukee CDL Training – Milwaukee, WI – 2022
CDL Class B, C, D License