



Department of Public Works
Infrastructure Services Division

JerreJ Kruschke, PE
Commissioner of PjW: Works

Kevin J. Muhs, PE, AICP
City Engineer

Timothy J. Thur, PE
Infrastructure Administration Manager

November 21, 2023

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

RE: Temporary Appointment – Randall W. Bolze

The Department of Public Works - Infrastructure Services Division respectfully requests permission and approval for a retro-active temporary appointment for Randall W. Bolze to the position of Electrical Services Blacksmith.

This title has been vacant due to the retirement of the previous incumbent back on July, 1, 2023. The tardiness of this request is due to turn over within our department. We are asking for a temporary appointment of Mr. Bolze retroactive to July 2, 2023 and extending through February 3, 2024. This will ensure our department enough time for the position to be posted and the recruitment process completed. Mr. Bolze has been a welder for approximately 11 years and has worked with and assisted the Electrical Services Blacksmith in all duties and responsibilities.

Mr. Bolze is a graduate from the Milwaukee Trade and Technical High School and he obtained his welding certificate from MATC in 1990. Mr. Bolze also served in the United States Navy as a Hull Technician, 3rd Class. Mr. Bolz's resume is attached to this request.

With your consideration and approval, Mr. Bolze will be in this temporary position from July 1, 2023 and ending on February 3, 2024.

Sincerely,

Kevin Muhs
City Engineer

Cc: Tim Thur and Mark MacRae





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/Infra/Trans/ES | LAST NAME Bolze | FIRST NAME Randall | INITIAL W | |
| AUTHORIZED POSITION TITLE Electrical Services Blacksmith | PAY RANGE 7IN | F&P COMMITTEE APPROVAL DATE N/A | REQUISITION # 10684 | |
| UNDERFILL TITLE (IF APPLICABLE) | PAY RANGE | WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral # | | |
| REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period | EFFECTIVE DATE 7.2.23 | ANTICIPATED EXPIRATION DATE 2.3.24 | T.A. RATE OF PAY 3,262.57 | |
| 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: The title has been vacant since the retirement of the previous incumbent. We are requesting a temporary appointment until the position can be posted and recruitment completed. | | | | |
| 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: Mr. Bolze has been an ES Welder for nearly eleven years, working directly under the ES Blacksmith, and has assisted the Blacksmith in that time, as well as performed the duties when the Blacksmith has not been present. | | | | |
| PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: | | | | |
| TRAINING AND EDUCATION: Welding Certificate from MATC | | WORK EXPERIENCE: Over ten years of experience as ES Welder | | OTHER REQUIREMENTS (i.e. LICENSES): AWS D1.2 Aluminum Structural Certification |
| IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | IF YES, CURRENT DEPARTMENT: DPW/Infra/Trans/ES | CURRENT POSITION TITLE: Electrical Services Welder | EMPLOYEE ID NUMBER: 021409 | |
| 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 APPOINTEE 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: <i>Mark MacPac</i> | SIGNATURE: <i>[Signature]</i> | TITLE: ES Ops Mgr | DATE: 11/27/23 | |
| APPROVING OFFICER: <i>Timothy J. Thuer</i> | SIGNATURE: <i>[Signature]</i> | TITLE: Infra. Admin. Manager | DATE: 11/27/23 | |
| THIS SECTION FOR DER REVIEW | | | | |
| DER REVIEW COMPLETED BY: | SIGNATURE: | TITLE: | DATE: | |



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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 (last, first, middle) | | DATE |
|--------------------------------------|-----------|-------------|
| Bolze, Randall W. | | 11/20/23 |
| POSITION TITLE | PAY RANGE | RATE OF PAY |
| Electrical Services Blacksmith | 7IN | 3,262.57 |

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.

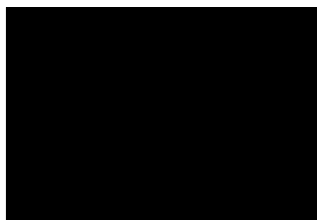
5 Randall Bolze
Temporary Appointment Applicant Signature

11-27-2023
Date Signed

Mark MacPee
Witness Name (Print)

[Signature]
Witness Signature

RANDALL WILLIAM BOLZE



QUALIFICATIONS SUMMARY

25 years of welding experience with TIG, MIG, and GAS. Fabrication of jigs, tools, and materials. Metal manufacturing machine operations. 10+ years blacksmithing duties. Detail orientated, fast learning individual.

CAREER HISTORY

City of Milwaukee Department of Public Works

04/2012 - Current

Electrical Services Welder

Support all electrical services for the City of Milwaukee Public Works. Those services include but are not limited to the following: Manufacture parts \ tools for electricians, street lighting, traffic, and special services etc.

- **Forging street sign sockets of iron, steel or other metals including emergency equipment repairs.**
- **Smelting lead to cast hammers.**
- **Bending and Fabricating parts using Hydraulic Bender, hammer, and anvil.**
- **Fabrication of tools, jigs, and fixtures as required to supply the Infrastructure Divisions of DPW.**
- **Welding materials using MIG (Metal Inert Gas), TIG (Tungsten Inert Gas), Gas and ARC (SMAW Shielded Metal Arc Welding)**
- **Plasma cut street lighting shrouds to fit as well as various other metal.**

Education

Certificate from MATC (Milwaukee Area Technical College)

July 1990

Semi-Automatic Welding Related Trades

Milwaukee Trade and Technical High School

1985

High School and Trade Diploma

Military Service

Hull Technician, 3rd Class United States Navy

1985-1992

JOB DESCRIPTION

**FOR DER USE
ONLY**

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

| | | | | | |
|--|--|--|--|--|--|
| 1. Date Prepared/ Revised: 11/03/2023 | | 2. Present Incumbent: Vacant | | Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10. | |
| 3. Date Filled: | | 4. Previous Incumbent: Joe Mazur | | | |
| 5. Department: Dept. of Public Works | | | Bureau: Electrical Services Division: Infrastructure Services | | Unit: 78 Section: 5237 |
| 6. Work Location: 1540 W. Canal St. | | | Telephone: 286-3681 Email: | | Work Schedule: Hours: 7:00 am – 3:30 pm / Days: 5 |
| 7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 8. Bargaining Unit District Council 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: Electrical Services Blacksmith Underfill Title (if applicable): Requested Title (if applicable): | | | | Pay Range | Job Code |
| | | | | 7IN | 819 |
| | | | | | |
| Recommended Title (DER Use Only): | | | | Approved by: Date: | |

11. BASIC FUNCTION OF POSITION:

Directs Forge-Weld Shop operations essential in fabrication and repair of all Division equipment and materials.

11.

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 |
|-----------|---|
| 5 | • Schedule and prioritize jobs in blacksmith shop |
| 35 | • Gas, arc, TIG (Tungsten inert gas) and MIG (Metal inert gas) welding of materials and equipment |
| 10 | • Fabrication of tools, jigs and fixtures as required |
| 10 | • Brazing of metals as required. |
| 10 | • Forging of Iron, Aluminum, Steel and other metals as required |
| 5 | • Fabrication of apparatus and emergency repairs as required. Fixes broken or cracked parts, fills holes, and increases size of metal parts. |
| 5 | • Forging and repair of tools. |
| 5 | • Weld, burn, and cut metals at heights, underground in substations and other hazardous locations not normally encountered in blacksmithing |
| 5 | • Performs related tasks, such as thermal cutting and grinding |
| 5 | Fabricates and assembles structural metal products, such as framework or shells for machinery, ovens, tanks, stacks, and metal parts for buildings and bridges according to job order, verbal instructions, and blueprints. |
| | • Other related duties as assigned |

B. PERIPHERAL DUTIES:

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 | PERIPHERAL DUTY |
|-----------|-----------------|
| | • |
| | • |
| | • |

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Alan Meyer, Machine Shop Supervisor

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

Works under general supervision of above, but specifics of assignments (including prioritization and methodology) are the responsibility of the incumbent.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **2**.

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:

| Group Supervision is indicated 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) |
| 2 | Electrical Services Welders | a, b, c, d, e, f, g |
| | | |
| | | |
| | | |
| | | |

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

i. Education and Experience

Minimum of six years of welding experience, including a minimum of two years with Electrical Services. Two years of experience operating a forge may be substituted for ES experience.

ii. Knowledge, Skills and Abilities:

Knowledge of heat treating and metallurgy, capable of proper gas, arc, MIG (Metal Inert Gas), TIG (Tungsten Inert Gas) welding, silver soldering, and flame soldering. Metals involved: aluminum, cast iron, wrought and malleable iron structure and sheet steel and aluminum

Certifications, Licenses, Registrations:

AWS D1.2 Aluminum Structural Certification within six months of appointment (Training and test to be paid for by the City)

iii. Other Requirements:

Must be familiar with modern welding methods as well as those used in the past, including the operation of forges for the fabrication of metal parts.

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

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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 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 checked="" 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 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 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:

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| | |
|-------------------------------------|---|
| <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 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: 5%**

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 type="checkbox"/> | The worker is required to wear a respirator. |

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

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

CHECK ALL THAT APPLY:

| | | | |
|-------------------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Camera and photographic equipment | <input type="checkbox"/> | Office Equipment (desk, chair, telephone, etc.) |
| <input type="checkbox"/> | Cleaning supplies | <input type="checkbox"/> | Office supplies (pens, staplers, pencils, etc.) |
| <input checked="" type="checkbox"/> | Commercial vehicle | <input type="checkbox"/> | Packing materials (boxes, shrink wrap, etc.) |
| <input type="checkbox"/> | Data processing equipment | <input type="checkbox"/> | PC equipment (monitor, keyboard, printer, etc.) |
| <input checked="" type="checkbox"/> | Handcart | <input type="checkbox"/> | PC software |
| <input checked="" type="checkbox"/> | Hand tools (please list): | | |
| <input type="checkbox"/> | Office Machines (check all that apply): | <input type="checkbox"/> | Copier |
| <input type="checkbox"/> | Other (please list): | <input type="checkbox"/> | Facsimile |
| | | <input type="checkbox"/> | Calculator |
| | | <input type="checkbox"/> | Cash register |

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.)

This work involves the public safety, overhead structures, street lighting, traffic signals and sign poles and standards, therefore, safe procedures and competency are of the utmost necessity. This position must have significant knowledge of current welding methods, as well as methods used in the past, as they often work with materials and methods that are of an antiquated nature, primarily to ensure historical accuracy when repairing pieces. The ES blacksmith also oversees the ES Welders who perform work for all Electrical Services units as well as outside departments. The skill sets developed in this position are both varied and

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unique, and require much more extensive knowledge than a typical welding position.

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

Timothy J. Thun

11/27/23

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.