



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

April 12, 2024

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

RE: Request to Retroactively Extend Temporary Appointment – Vernon Gomilla

Dear City Service Commissioners:

DPW Operations Division respectfully requests an additional Six-month temporary appointment extension to the position of Sanitation Supervisor for Mr. Vernon Gomilla. The previous temporary appointment began on October 15, 2023 and will end on April 12, 2024. In anticipation of its expiration, I respectfully request that the temporary appointment be retroactively extended from April 12, 2024-October 12, 2024. This is the second extension request.

Mr. Gomilla is currently an Equipment Mechanic IV in Sanitation. He was selected for the Temporary Sanitation Supervisor position through an internal interview process. Sanitation Services utilizes the Temporary Sanitation Supervisor position to supplement for supervisors who are on extended leave or vacancies. We current have one vacancy and two supervisors out on extended leave.

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

Sincerely,

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

DAR:mmp  
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](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
<b>DEPARTMENT/DIVISION</b> DPW/Operations-Sanitation	<b>LAST NAME</b> Gomillia	<b>FIRST NAME</b> Vernon	<b>INITIAL</b>
<b>AUTHORIZED POSITION TITLE</b> Sanitation Supervisor	<b>PAY RANGE</b> 1EX	<b>F&amp;P COMMITTEE APPROVAL DATE</b> 2/23/2023	<b>REQUISITION #</b> 10184
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #	
<b>REASON FOR TEMPORARY APPOINTMENT</b> <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	<b>EFFECTIVE DATE</b> 4/14/24	<b>ANTICIPATED EXPIRATION DATE</b> 10/12/24	<b>T.A. RATE OF PAY</b> \$2,882.72
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b> The Sanitation Supervisor position was recently posted and an eligible list is being created. This temporary appointment is needed until the hiring process is complete.			
<b>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:</b> Mr. Gomillia was selected as he submitted his resume for the equivalent Fleet Operations Supervisor position.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b>TRAINING AND EDUCATION:</b> Excel courses and attended various snow and ice control conferences. Instructs yard attendants on use of brine systems	<b>WORK EXPERIENCE:</b> 3 years experience as an Equipment Mechanic IV 5 years previous experience as a Maintenance Technician US Marine veteran	<b>OTHER REQUIREMENTS (i.e. LICENSES):</b> CDL Class B	
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> DPW/Operations - Sanitation	<b>CURRENT POSITION TITLE:</b> Equipment Mechanic IV	<b>EMPLOYEE ID NUMBER:</b> 031571
<b>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.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
<b>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.</b>			
<b>REPORTING OFFICER</b> Makisha Porter	<b>SIGNATURE</b> 	<b>TITLE</b> Human Resources Administrator	<b>DATE</b> 4.12.24
<b>APPROVING OFFICER</b> Danielle Rodriguez	<b>SIGNATURE</b> 	<b>TITLE</b> Director of Operations	<b>DATE</b> 4/18/24
<b>THIS SECTION FOR DER REVIEW</b>			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>





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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Gomillia, Vernon		4/12/2024
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Sanitation Supervisor	1EX	\$2882.72

**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.

*[Handwritten Signature]*

Temporary Appointment Applicant Signature

4/16/24

Date Signed

ERIC MUSCHINSKE

Witness Name (Print)

*[Handwritten Signature]*

Witness Signature

# JOB DESCRIPTION

## FOR PER 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.

<b>1. Date Prepared/ Revised:</b> 2/05/2023		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b> <b>YESQ NO E </b> <i>If YES, indicate Underfill Title in box 10.</i>		
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>				
<b>5. Department:</b> Public Works, Dept. of			<b>Bureau:</b>	<b>Unit:</b>		
			<b>Division:</b> Operations	<b>Section:</b> Sanitation		
<b>6. Work Location:</b> Field Locations			<b>Telephone:</b>	<b>Work Schedule:</b>		
			<b>Email:</b>	Hours: 40+ / Days:		
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City <b>If in District Council 48, which local?</b> None		<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>10. Official Title:</b> Sanitation Supervisor				<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
				1EX	4370	103
				<b>Underfill Title (if applicable):</b>		
<b>Requested Title (if applicable):</b>						
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>		
				<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

This position supervises crews for refuse and recycling collection, street sweeping, leaf collection, snow plowing, ice control and various other duties as directed by the Sanitation Services Manager.

**12. DESCRIPTION OF JOB** (Check if description applies to **Official Title E|** 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
45	<ul style="list-style-type: none"> <li>Supervise and coordinate refuse and recycling crews and other staff to ensure overall productivity of operations and that collection schedules are consistently maintained. Instruct and supervise staff to ensure collection schedules and customer service meet or exceed expectations</li> </ul>
15	<ul style="list-style-type: none"> <li>Represent the department by responding in person, by phone, and in writing to service inquiries and complaints from citizens and public officials</li> </ul>
10	<ul style="list-style-type: none"> <li>Coordinate equipment and personnel assigned to street cleaning, leaf collection and other sanitation activities, including special events such as festivals, fireworks, parades, sporting events, and neighborhood cleanups.</li> </ul>
10	<ul style="list-style-type: none"> <li>Monitor and utilize various web and computer applications, such as Automatic Vehicle Location (AVL) and Department of Public Works (DPW) work orders.</li> </ul>
10	<ul style="list-style-type: none"> <li>Perform various administrative functions using Microsoft Office, including compiling daily reports and preparing other ad hoc and periodic reports and writing letters, memos, and emails to managers, DPW leadership, elected officials, and citizens.</li> </ul>
5	<ul style="list-style-type: none"> <li>Educate residents on provisions of city ordinances and policies that govern solid waste and recycling operations.</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbents 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

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned by Sanitation management

**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.)

Responsibilities are outlined by Sanitation District Managers. Daily work priorities are established in cooperation with Sanitation Area Managers. Independent decision making is required.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **24**.

**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
<b>Number Supervised</b>	<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>
18	Operations Driver Worker a,b,c,d,e,h
6	City Laborer / Sanitation Laborer a,b,c,d,e,h

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

- i. Education and Experience:  
Bachelor's degree from an accredited college or university is desired. At least five years of field experience in municipal public works activities.
- ii. Knowledge, Skills and Abilities:  
Ability to deal with the public, elected officials and to handle inquiries and complaints with tact and diplomacy. Good judgment in carrying out departmental policies. Good verbal and written communication skills.
- iii. Certifications, Licenses, Registrations:  
Possession of a valid Wisconsin motor vehicle operator's license.
- iv. Other Requirements:  
Ability to work long and irregular hours..

**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.

*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.*



**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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b>
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<input type="checkbox"/>	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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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: \_\_\_\_\_%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

This position provides front line supervision of services that affect public health, safety, cleanliness, and aesthetics of the City. Must be willing and able to work variable and extended hours to meet the City's needs, particularly during snow and ice operations and other emergency events. Must work weekends and holidays as needed, primarily during the winter.

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.

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

  
\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

2/28/23

*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.*