



Department of Public Works
Administration

Jerrel Kruschke, P.E.
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

March 2, 2023

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

RE: Extension of Probation Request – Mark Smith

Dear City Service Commission,

DPW Infrastructure Division respectfully requests to extend the probationary period for Mark Smith, who was hired as a City Laborer, May 29, 2022 and is subject to a 9-month probationary period that was scheduled to end on February 28, 2023.

Mr. Smith's overall performance has met job requirements, but due to a lack of CDL trainers he has not obtained the federally required Commercial Driver's license within six months of his appointment to the position. Infrastructure will continue to partner with DPW Fleet to provide the required 40 hours of entry level driver training (ELDT) classroom instruction. DPW requests his probationary period be extended six months, retroactive to February 28, 2023, and to end August 31, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact Neal Karweik, Electrical Services Manager Sr. (x5943 nkarwe@milwaukee.gov) or Jason Pifer, Infrastructure Human Resources Administrator (x2416 japife@milwaukee.gov).

Sincerely,

DocuSigned by:

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Dan Thomas
DPW Administrative Services Director

Cc: Kevin Muhs, Tim Thur, Jason Pifer, Mark MacRae, Neal Karweik, Rollin Bertran