



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Dept. of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

October 13, 2025

Board of City Service Commissioners
c/o Department of Employee Relations
VIA EMAIL (DERCSC@milwaukee.gov)

RE: Request to Extend Temporary Appointments – Marc Miller, Ernestine Sims and Eric Wilson
Water Repair Worker 2 (Auxiliary)

Dear City Service Commissioners:

Milwaukee Water Works (MWW) respectfully requests extensions of the temporary appointments of Marc Miller, Ernestine Sims and Eric Wilson to the position of Water Repair Worker 2 (Auxiliary).

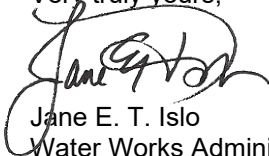
Each employee was temporarily appointed to the position on July 6, 2025, such that the 90-day appointment expired on October 11, 2025. If granted, these would be first extensions, retroactive to the original expiration date.

MWW holds position authority for six (6) auxiliary Water Repair Worker 2 (0.5 FTE) positions in its Distribution Section to increase staffing during seasonal operations, when crews perform hydrant painting, hydrant flushing and valve exercising. These operations are scheduled to continue through the end of November and then for as long as possible while the weather is still conducive to such activities.

As such, MWW requests a 90-day extension of these temporary appointments, which would result in a new expiration date of January 17, 2026.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or jeislo@milwaukee.gov.

Very truly yours,



Jane E. T. Islo
Water Works Administration Manager

Attachments

- Notices of Temporary Appointment (3)
- Temporary Appointee Statements of Understanding (3)
- Current Job Description – Water Repair Worker 2
- Employee History Reports (3)

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: 08/20/2023		2. Present Incumbent: Standard		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES ☒ NO ☐ If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of			Bureau: Division: Water Works		Unit: Section: Distribution
6. Work Location: 3850 N 35 th Street			Telephone: Email:		Work Schedule: Hours: 8:00 a.m. – 4:30 p.m. 4:00 p.m. – 12:30 a.m. 12:00 a.m. – 8:30 a.m. Days: Monday – Friday
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt
10.	Official Title: Water Repair Worker 2			Pay Range	Job Code
				8EN	0876DC
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Conducts repair and maintenance activities to maintain the quality of the Water Distribution system piping and appurtenances as a member of a repair or investigation crew.

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
40	Water Construction and Repair Crew Work - Assemble the necessary parts and tools needed for repairs. - Perform installations and conduct repairs according to standard repair procedures. - Operate a branch machine to cut into water mains for new branch connections. - Operate drill rigs to drill through the street pavement. - Assist with problems that arise during water construction projects that may require bypassing valves and extending the shutoff period. - Perform hydrant installations, repairs and replacements, to include operating hydrant valves, disassembling and reassembling hydrants and testing operation. - Act as the guide during backhoe excavating by using hand signals and communicating underground utility locations. - Respond to emergencies such as building flooding, water main breaks, owner's leaks, service leaks, valve leaks, joint leaks, hydrant defects, etc. - Locate, thaw and restore service to various appurtenances.
25	Location Services - Locate valves, service access boxes and air vents. - Review plat page information, tap numbers, identifies type of box and applicable locating systems. - Conduct field observations and measurements according to tap patterns in a given area. - Expose service access boxes using a variety of methods including digging, breaking pavement, and chopping roots, etc.

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
	- Use equipment to listen for and pinpoint leaks in the water distribution system. - Use the pipe locator and probing rods to pinpoint MWW structures.
15	<u>Preventative Maintenance</u> - Perform preventive maintenance activities such as exercising valves, flushing hydrants and abandoning taps and branches. - Locate and mark all valves, services, and curb stop boxes.
10	<u>Site Preparation and Customer Service</u> - Serve notice to customers regarding water construction and repair projects that will impact service to the property. - Operate valves to perform water shutoffs for water construction and repair projects.
5	<u>Vehicle and Equipment Care</u> - Manage and maintain the tool step van. - Ensure van, generator, pumps and propane tanks are fueled air compressor is operable, lights work properly and other necessary equipment is in proper working condition. - Inspect and maintain hand and pneumatic tools and other equipment, according to manufacturer's specifications. - Perform shop and maintenance duties. - Cut pipe, assemble valves, pipe and sleeves, perform yard clean up and snow plowing, haul debris, post "No Parking" signs for upcoming jobs and perform site restoration.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Act as a Water Repair Worker 3 following emergency "roll up" to the position and perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Field Supervisor

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

This position performs under supervision of a Chief Repair Worker or Water Distribution Utility Investigator, with the incumbent performing a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

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:

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:

One (1) year of experience in general construction or maintenance, at least six (6) months of which involves underground utility construction or maintenance *or* utility service line maintenance.

ii. Knowledge, Skills and Abilities:

- Ability to learn industry and safety standards and best practices, and the DPW and MWW work rules, policies, procedures and regulations.

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- Ability to perform manual laborer task, operate compressors and various pneumatic and hand tools.
- Ability to perform basic mathematic calculations and take accurate measurements.
- Ability to read and interpret a plat book and understand symbols.
- Ability to multitask and handle multiple priorities.
- Ability to communicate effectively (including over the radio) and diplomatically with the public and other divisions and agencies.
- Ability to work effectively within a team structure.
- Ability to function as a lead worker when assigned to a two-person crew.

iii. Certifications, Licenses, Registrations:

- Valid State of Wisconsin Driver's License at time of appointment and throughout employment.
- Wisconsin Commercial Driver's License (CDL) - Class A or B without Air Brake restriction within probationary period and throughout employment.
- Good driving record at time of application and throughout the selection process and employment.
- Certification as Competent Person in excavation safety within probationary period.

iv. Other Requirements:

- Ability to work rotating shifts (see Work Schedule above).
- Ability to work past the end of scheduled shift to complete a work assignment, when required.
- Ability to work mandatory overtime and respond to emergency call-outs, including weekdays, weekends and holidays.
- Ability to navigate the MWW retail service area, including Milwaukee, St. Francis, Greenfield, Hales Corners and West Milwaukee.
- Ability to safely operate large dump trucks, backhoes and other construction equipment.
- Ability to work outdoors in all types of weather conditions for extended periods of time.

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:

☒	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.
☒	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.
☒	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.
☒	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☒	Crouching: Bending the body downward and forward by bending leg and spine.
☒	Crawling: Moving about on hands and knees or hands and feet.
☒	Reaching: Extending Hand(s) and arm(s) in any direction.
☒	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☒	Pushing: Using upper extremities to exert force in order to draw, press against something with steady

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	force in order to thrust forward, downward or outward.
☒	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☒	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	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.
☒	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.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	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:

☐	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.
☐	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.
☐	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.
☒	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.
☐	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:

☐	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).
☐	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.)
☒	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	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:** 95%

CHECK ALL THAT APPLY:

☐	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☒	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.)

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☒	The worker is subject to outside environmental conditions: No effective protection from weather.
☒	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☒	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☒	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.
☒	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☒	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.
☒	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.
☒	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	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:

☐ Camera and photographic equipment	☐ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☐ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☒ PC software
☒ Hand tools (please list): Wrench, Gut wrench, nozzle wrench, hammer, pick, drill	
☐ Office Machines (check all that apply): ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☒ Other (please list): Target and specialty saws, compressors, pneumatic tools, pumps, branch machine, drill rig, wands, aqua needles, pipe locators, X Mic, Zonescan and other standalone correlators	

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 is considered "essential" and must report to work regardless of weather conditions or emergency events.

This position underfills the Water Repair Worker 3 title. Completion of the underfill is contingent upon passing probation and six (6) months successfully performing the essential duties of this position. Incumbents of the position may be "rolled up" to Water Repair Worker 3, as needed on an emergency basis.

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



Signature of Department Head or Designated Representative

11/05/2023

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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 / Water	LAST NAME Miller	FIRST NAME Marc	INITIAL D								
AUTHORIZED POSITION TITLE Water Repair Worker 2 (Aux)	PAY RANGE 8EN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11825								
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #									
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 09/20/2025 10/12/2025	ANTICIPATED EXPIRATION DATE 01/03/2026 01/17/2026	T.A. RATE OF PAY \$2,113.49 BW								
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 Water Distribution Section performs a variety of seasonal operations during the summer months, including hydrant painting, hydrant flushing and valve exercising. These auxiliary positions are in place to supplement regular staffing levels to assist with these seasonal operations.											
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: The Water Meter Services unit polled incumbents in the position of Water Meter Technician, which is in the same pay range (PR 8EN) of this seasonal (auxiliary) position. Four (4) employees expressed interest in the opportunity and were then selected for the temporary appointment.											
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="0"><tr><td>TRAINING AND EDUCATION:</td><td>WORK EXPERIENCE:</td><td colspan="2">OTHER REQUIREMENTS (i.e. LICENSES):</td></tr><tr><td></td><td>Water Meter Technician, 2022 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.</td><td colspan="2"></td></tr></table>				TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES):			Water Meter Technician, 2022 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.		
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IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DPW / Water - Business	CURRENT POSITION TITLE: Water Meter Technician	EMPLOYEE ID NUMBER: 035938								
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.) ☒ No ☐ 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 Timothy M. Garczynski	SIGNATURE 	TITLE Water Distribution Manager	DATE 10/13/25								
APPROVING OFFICER Jane E. T. Islo	SIGNATURE 	TITLE Water Works Admin Manager	DATE 10/13/2025								
THIS SECTION FOR DER REVIEW											
DER REVIEW COMPLETED BY:	SIGNATURE 	TITLE	DATE								



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200 E. Wells Street, Room 706
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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
Miller, Marc D.		10/13/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Repair Worker 2 (Auxiliary)	8EN	\$2,113.49 BIW

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

10/13/25
Date Signed

Timothy Garczynski

Witness Name (Print)

Witness Signature



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200 E. Wells Street, Room 706
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	Water Meter Technician, 2023 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.										
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DPW / Water - Business	CURRENT POSITION TITLE: Water Meter Technician	EMPLOYEE ID NUMBER: 037104								
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.) ☒ No ☐ 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 Timothy M. Garczynski	SIGNATURE 	TITLE Water Distribution Manager	DATE 10/13/25								
APPROVING OFFICER Jane E. T. Islo	SIGNATURE 	TITLE Water Works Admin Manager	DATE 10/13/2025								
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



R. 09.04.14

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
Sims, Ernestine R.		10/13/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Repair Worker 2 (Auxiliary)	8EN	\$2,092.56 BIW

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

10-13-25

Date Signed

Timothy Gaczynski

Witness Name (Print)

Witness Signature



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 / Water	LAST NAME Wilson	FIRST NAME Eric	INITIAL D						
AUTHORIZED POSITION TITLE Water Repair Worker 2 (Aux)	PAY RANGE 8EN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11825						
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #							
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 09/20/2025 10/12/2025	ANTICIPATED EXPIRATION DATE 01/09/2026 01/17/2026	T.A. RATE OF PAY \$2,092.56 BW						
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 Water Distribution Section performs a variety of seasonal operations during the summer months, including hydrant painting, hydrant flushing and valve exercising. These auxiliary positions are in place to supplement regular staffing levels to assist with these seasonal operations.									
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: The Water Meter Services unit polled incumbents in the position of Water Meter Technician, which is in the same pay range (PR 8EN) of this seasonal (auxiliary) position. Four (4) employees expressed interest in the opportunity and were then selected for the temporary appointment.									
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="1"><thead><tr><th>TRAINING AND EDUCATION:</th><th>WORK EXPERIENCE:</th><th>OTHER REQUIREMENTS (i.e. LICENSES):</th></tr></thead><tbody><tr><td></td><td>Water Meter Technician, 2024 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.</td><td></td></tr></tbody></table>				TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES):		Water Meter Technician, 2024 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.	
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES):							
	Water Meter Technician, 2024 - Present Water Meter Technicians perform meter installations and exchanges, conduct investigations, perform thawing on frozen water services and enter meter pits to read and service meters.								
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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Wilson, Eric D.		10/13/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Repair Worker 2 (Auxiliary)	8EN	\$2,092.56 BIW

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Temporary Appointment Applicant Signature

10-13-25

Date Signed

Timothy G. G. 2-15/21

Witness Name (Print)

Witness Signature