



Department of Public Works
Infrastructure Services Division

Jerrel Kruschke, P.E.
Commissioner of Public Works

Kevin J. Muhs, P.E., AICP
City Engineer

Timothy J. Thur, P.E.
Infrastructure Administration Manager

February 11, 2026

City Service Commission
Jackie Carter, Director
Department of Employee Relations
200 East Wells Street, Room 706

Request: Temporary Appointment Extension – Larry Hughes

Dear Commissioners:

The Department of Public Works (DPW) - Infrastructure Services is requesting a retroactive extension of a temporary appointment for Larry Hughes to the position of Street Repair Supervisor.

Larry Hughes was hired on June 21, 2016, as a seasonal City Laborer. He was promoted to the position of Infrastructure Repair Worker on January 13, 2019, and earned a promotion to Infrastructure Repair Crew Leader on January 23, 2023.

Larry Hughes served a temporary appointment as a Street Repair Supervisor from December 21, 2025 to February 14, 2026 to cover an employee on an extended leave of absence. An extension of this temporary appointment is being requested to cover a current Street Repair Supervisor vacancy due to a recent retirement. This extension is being requested until a permanent hire can be made.

The Street Repair Supervisor oversees at least two crews performing pavement restorations and plays a critical role on the snow team, serving as a supervisor at their assigned yard during anti-icing and plowing operations. Larry Hughes has been in a leadership role for over three years, exceeding the minimum requirements of two years for this position.

Therefore, the department respectfully requests an extension of temporary appointment for Larry Hughes from February 15, 2026 through August 15, 2026.

Best Regards,

Signed by:

07BC33DE57444A2...

Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Karen Biernat, Thomas Wangerin, Carnita Rembert, and Dan Bonneau



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



R. 07.08.19

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/ISD/Trans. Infra/St. Maint	LAST NAME Hughes	FIRST NAME Larry	INITIAL
AUTHORIZED POSITION TITLE Street Repair Supervisor	PAY RANGE 1EX	F&P COMMITTEE APPROVAL DATE 12/10/25	REQUISITION # 12075
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 2/15/2026	ANTICIPATED EXPIRATION DATE 8/15/2026	T.A. RATE OF PAY 2,640.36
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: This request is necessary to cover a vacancy at the title of Street Repair Supervisor during the period of the recruitment process. This includes a required role on the Snow Team, serving as a Supervisor at their assigned yard during anti-icing and plowing 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: This employee has three years of experience in a leadership role and has proven to be trustworthy with new and elevated tasks, including a prior appointment to this role.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Training: Leadership, time sheets, inventory transaction reports for material payments. Snow applications, processes and procedures	WORK EXPERIENCE: Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position. 9 years of experience in DPW, 3 in a leadership position (IRCL) with Street Maintenance	OTHER REQUIREMENTS (i.e. LICENSES): Valid driver's license	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW - Street Maintenance	CURRENT POSITION TITLE: Infra. Repair Crew Leader	EMPLOYEE ID NUMBER: 027097
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 Tom Wangerin	SIGNATURE 	TITLE Street Services Manager	DATE 2/11/26
APPROVING OFFICER Tim Thur	SIGNATURE DocuSigned by: 	TITLE Infrastructure Admin. Manager	DATE 2/11/26
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Hughes, Larry		2/10/26
POSITION TITLE	PAY RANGE	RATE OF PAY
Street Repair Supervisor	1EX	\$33.00

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

2-11-2026
 Date Signed

Tom Wangerin
 Witness Name (Print)


 Witness Signature

Larry Hughes

Professional Summary

Excellent and awarded job history. Resourceful team player and fast learner. Operational leader with strong background improving the performance, productivity, efficiency, and profitability of organizational operations. Leadership with great communicational skills.

Skills

- Team Leadership
- Strong Verbal Communication
- Great Customer Service Skills
- Team Liaison
- Inventory Control
- Job Knowledgeable

Work History

Assistance Parts Manager- November, 1993 to June, 2016

David Hobbs Honda- Glendale, WI

- Retail and wholesale Customer Service
- Inventory Management
- Maintaining Stock / Inventory Ordering
- Staff Scheduling
- Technician Assistance
- Parts Specialist
- Basic Computer Skills

Infrastructure Repair worker June, 2016 to February, 2023

City of Milwaukee – Milwaukee, WI

- Streets Repair
- Asphalt Repair
- Concrete
- Grading
- Crack Filling
- Sanitation
- Crew Leader coverage

Infrastructure Repair Crew Leader February, 2023 to present

City of Milwaukee–Milwaukee, WI

- Lead of concrete restoration crew
- Route and optimize locations and schedule
- Determine pavement removal limits
- Set up and verify proper traffic control
- Coordinate Digger's Hotline tickets
- Enter restoration data into Accela
- Provide information in response to public inquiries

Education

High School Diploma- 1993

Thomastown Attendance Center- Carthage, MS.

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No. _____	
City Service Commission	Finance Committee
Fire & Police Commission	Common Council

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

1. Date Prepared/ Revised: 8/29/24	2. Present Incumbent: Dillon, Masai	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:	4. Previous Incumbent:		
5. Department: Public Works	Bureau: Division: Infrastructure Services	Unit: Street Maintenance Section: Transportation Infrastructure	
6. Work Location: Field Headquarters: 3850 N. 35 th St.	Telephone: 414-286-3425 Email:	Work Schedule: Hours: 6:45 am – 3:15 pm / Days: Mon - Fri	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Management, General City If in District Council 48, which local?	9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Present Title: Street Repair Supervisor	Pay Range:	Job Code:	EEO Code:
	1EX	4374	
	Underfill Title (if applicable):		
Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Street Repair Supervisor is responsible for supervising one of the following types of crews: concrete crew, concrete pavement excavation repair crew, or asphalt pavement excavation repair crew. They may also be responsible for supervising and coordinating the work of up to eight crews of one of the following types of work: crackfilling crews or pothole patching crews. They are responsible for the day to day activities of the crews that they supervise. They schedule and coordinate the work activities for that street maintenance crew. They complete the daily time sheet for their crew/s. During snow operations these Street Repair Supervisors work with DPW Operations Division coordinating snow removal operations.

**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
45%	<ul style="list-style-type: none"> Supervise, plan, schedule and coordinate the daily work activities of their assigned crew/s on a daily basis. This crew can consist of 2 to 15 employees plus an operation driver worker and an equipment operator. This crew can include a combination of City Employees, Temporary Workers and Transform Milwaukee Jobs workers.
25%	<ul style="list-style-type: none"> Maintain Street Maintenance records, construction documentation and crew daily work reports. Complete daily time sheet for their crews Teach their crew/s in safe work procedures and provide training for employees on proper construction techniques. Ensure that all employees follow the safe work procedures and use proper construction techniques. Order material needed by their crew/s and make sure that their crew/s has the proper equipment.
10%	<ul style="list-style-type: none"> Assist the Street Repair District Manager in performing field surveys the condition of the streets and alleys within the City of Milwaukee. The Department uses these field surveys to prepare: an annual repair program for O&M work, recommendations for permanent pavement improvements, and annual maintenance contracts such as crackfilling and sealcoating.

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
10%	<ul style="list-style-type: none"> • Navigate computer programs used by Street Maintenance; Road Matrix, Road Life, Microsoft Office, DPW Apps, email, etc. • Investigate and approve completed EB-49 Injury reports. • Inform supervisor of employees that disrupt crews and may need disciplinary action. • Assist in rating employees for their probationary reports. • Recommend new construction methods and the use of new products.
5%	<ul style="list-style-type: none"> • Contact property owners regarding crew activities that may affect the property owners. Provide cost estimates for property owners as needed. • Assume the duties of the other Street Repair Supervisors or Street Operations Supervisors in their absence.
5%	<ul style="list-style-type: none"> • Perform other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Paschal Frazier, Jason Brock, Jim Charles: Street Operations Supervisor

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

Maintain daily contact with Street Operations Supervisors and Street Repair District Managers. The Street Repair District Managers and the Street Operations Supervisors review completed work, inspects work for completeness and for meeting quality standards, reviews crew production, and directs planning for future work assignments.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **10-15**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above: a-h)
1-3	Infrastructure Repair Crew Leader	a-h
2-5	Infrastructure Repair Worker 1	a-h
1-2	Cement Finisher	a-h
1-2	Cement Finisher Helper 1, 2, or 3	a-h
2-4	City Laborer	a-h
1-2	Operation Driver Worker	a-h
1-2	Temporary/Trainee Employee	a-h

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

i. Education and Experience:

Regular status as a City of Milwaukee Department of Public works employee, having successfully completed a probationary period for a civil service position, status as a City of Milwaukee employee in a fixed term position with the Department of Public Works.

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.

Two years of experience at the level of Infrastructure Repair Crew Leader, Cement Finisher, or equivalent title performing work involving street repair, maintenance, and/or supervision of field staff.

Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of construction methods and experience in general supervision of construction trades. Knowledge of street maintenance documentation and procedures.
- Knowledge and experience with computer applications such as Microsoft office suite. Excellent communication and interpersonal skills to deal effectively with problems that arise with field personnel.

Skills:

- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals, including the public, contractors, elected officials, other employees and management, whose backgrounds may differ from one's own.
- Skills to be well organized, flexible, and able to meet deadlines and goals.
- Skills to establish clear expectations while effectively leading and guiding staff to meet departmental needs.
- Written communication skills to create clear and concise business communications such as memo, reports, budget summaries, policies, procedures and performance reviews.

Abilities:

- Ability to set clear expectations, supervise staff by providing guidance, and ensure projects meet expectations and deadlines.
- Ability to work diplomatically with the public and elected officials and resolve their problems, and maintain good public relations.
- Ability to learn about and become familiar with the operation of specialized equipment (melter units, air compressors, compactors, and air hammers).
- Ability to interpret engineer's grade and special markings.
- Ability to prepare reports in an accurate and legible manner.
- Ability to maintain confidentiality.
- Ability to build and maintain effective working relationships

ii. Certifications, Licenses, Registrations:

A valid Wisconsin driver's license at time of application and throughout employment.

iii. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input 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.

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.

<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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input 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 type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input 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 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:

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.

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 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 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 type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

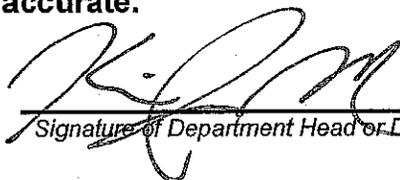
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input 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 characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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



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.