

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: 7/1/26		2. Present Incumbent: N/A and N/A		Is incumbent underfilling position?	
3. Date Filled: N/A		4. Previous Incumbent: N/A and N/A		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: Fire			Bureau: Support Division: Construction & Maintenance		Unit: Section:
6. Work Location: 118 W. Virginia St.			Telephone: 414-286-8976 Email:		Work Schedule: Hours: varied / Days: varied
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: If in District Council 48, which local?			9. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt
10.	Official Title: Youth Carpenter Apprentice (Fire)			Pay Range	Job Code
				9MN	605
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Facilities Manager and job site mentors, Youth Carpenter Apprentices will receive mentorship and training to complete construction tasks in line with Wisconsin Youth Apprenticeship competencies.

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
95	- Year 1 Overview – occupational competencies for core skills, safety, certifications and no less than eight (8) competencies from carpentry fundamentals must be completed during the 450 hours of work experience, primarily during normal business hours (M - F 7:30 am - 4:00 pm): Core Skills - applies applicable academic knowledge - applies applicable career knowledge - applies architecture and construction industry knowledge - communicates effectively - takes direction and corrective feedback - acts professionally - demonstrates customer service skills - cooperates with others in a team setting - thinks critically - exhibits legal and ethical responsibilities - uses basic technology - uses resources wisely Safety - follows personal safety requirements - maintains a safe work environment - demonstrates professional role to be used in an emergency Certifications - Occupational Safety and Health Administration (OSHA) 10 Training - First Aid

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
	<i>Construction Pathway: Carpentry Fundamentals (APPENDIX K: UNIT 4)</i> - reads blueprints, plans and specifications - interprets symbols and procedures - identifies job prep needs and develop job task plan - executes job prep needs as a coordinated effort - selects tools and materials - uses hand tools and light duty tools - operates tools and equipment safely - assists with the installation of materials per job specifications - demonstrates accuracy in measuring using various instruments - maintains clean and safe work environment - cleans up work area - practices quality craftsmanship - assists with rough framing or forming - assists with finish framing or forming - assists with interior finishing - assists with exterior finishing
95	- Year 2 Overview – The balance of Carpentry Fundamentals Competencies must be completed during the 450 hours of work experience, primarily during normal business hours (M - F 7:30 am - 4:00 pm) consisting of the following: <i>Construction Pathway: Carpentry Fundamentals (APPENDIX K: UNIT 4)</i> - reads blueprints, plans and specifications - interprets symbols and procedures - identifies job prep needs and develop job task plan - executes job prep needs as a coordinated effort - selects tools and materials - uses hand tools and light duty tools - operates tools and equipment safely - assists with the installation of materials per job specifications - demonstrates accuracy in measuring using various instruments - maintains clean and safe work environment - cleans up work area - practices quality craftsmanship - assists with rough framing or forming - assists with finish framing or forming - assists with interior finishing - assists with exterior finishing

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Other duties as assigned for both Year 1 and Year 2 Youth Carpenter Apprentices.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Michael Pekel, Facilities Manager

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

The Facilities Manager will assign tasks and responsibilities as appropriate.

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 supervisor 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)

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

i. Education and Experience:

High school sophomores are encouraged to apply; however, candidates must be a high school junior or senior, at least sixteen (16) years old, at time of appointment.

Enrolled in the State of Wisconsin Department of Workforce Development Youth Apprenticeship Program.

ii. Knowledge, Skills and Abilities:

It is suggested that the following courses or learning experiences be provided as a pre-requisite OR concurrently for students interested in this youth apprenticeship:

Introduction to Architecture and Construction Careers

- Basic drafting, namely in 3D Modeling Software such as Revit or CAD
- Construction/Building Trades/Woodworking
- Computer File Management
- Technical Math and Measuring, Geometry/Trigonometry
- Physics
- Additionally, students should complete a job shadow prior to enrollment in the Architecture and Construction YA program.

At time of hire, required to demonstrate mechanical aptitude and have the capacity to understand mechanical systems, including but not limited to the following skills indicated below:

- Identify common hand tools.
- List the most commonly used power tools and equipment.
- List commonly used measuring tools.
- Describe the uses for power tools and equipment.
- Explain the advantages of one type of tool over another.
- Describe and demonstrate the safety requirements for each tool and piece of equipment.
- Discuss start up and shut down procedures for each tool/piece of equipment the apprentice will operate.
- Identify construction components.
- Identify building system components.
- Describe emergency shutdown procedures for each tool/piece of equipment the apprentice will operate.
- Explain how to recognize and address malfunctions for each tool/piece of equipment the apprentice will operate.
- Describe how to recognize wear and tear on equipment components.
- List the OSHA and other regulatory requirements as they apply to the maintenance of equipment.
- Describe proper techniques for lifting loads.
- List the safeguards that apply to the equipment used in the apprentice's facility for tools, automated machines, material handling equipment, and lifts.
- Explain how to use manuals to locate information.
- Identify sources available for replacement parts.
- List requirements for replacement parts.
- Explain the information needed in order to obtain the correct replacement part.
- Describe how parts are purchased and charged to the customer.
- Describe situations in which one type of part is more desirable.
- Summarize the operation and interaction of electrical, plumbing, heating, ventilation, and cooling systems.

Must have the ability to communicate effectively, including listening actively, speaking clearly, and writing legibly. Must speak and act respectfully, honestly, and professionally, and carry out responsibilities in an ethical, legal, and confidential manner.

Required to have the ability to develop positive work relationships, collaborate with others, and work effectively in teams in a diverse environment.

Ablity to maintain composure under pressure, show flexibility and adaptability, and ability to carry out responsibilities effectively, efficiently, and in a quality manner needed. Must show initiative and self-direction to prioritize and carry out duties.

Required to have a working knowledge of safety requirements and occupational hazards of repair shops, be able to follow safety and security regulations and practices, and use resources carefully. Must have the ability to effectively use technology, and to learn any specific computer programs needed for this position.

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iii. Certifications, Licenses, Registrations:

Valid driver's license within 60 days of appointment*. Must maintain good driving record throughout employment.
*Candidates without a driver's license must have a valid instructional permit for no less than four (4) months prior to appointment date, per Wisconsin state statute [343.085\(1\)\(b\)](#)

iv. Other Requirements:

Must demonstrate ability to complete Youth Apprentice (YA) Program Related Technical Instruction Requirement, following interview, but prior to accepting offer. Acceptable Related Technical Instruction options include the following.

- Enrolled, or able to transfer to, a high school that can offer, at minimum, two (2) high school credits [or four (4) semesters of related instruction] of supplemental carpentry classes for the duration of the student's employment as a Youth Carpenter Apprentice, one (1) to be taken during each of the four (4) high school semesters of employment. Acceptable classes may include, or be substantially similar to, the following: Construction Processes I and II, Construction Trade Skills, or Project Lead the Way: Civil Engineering and Architecture.
- Or be enrolled in local community college and able to complete three (3) college credits of carpentry or millwork related content for each year, in addition to meeting the YA work hour requirement. Youth Carpenter Apprentices utilizing this option **MUST** receive high school credit for any college course work taken.
- Specifics on Related Technical Instruction Requirement can be found here:
<https://dwd.wisconsin.gov/apprenticeship/ya/related-instruction.htm>

Must be able to complete all youth apprentice work hours at the MFD's Construction and Maintenance Division at 118 West Virginia Street, during normal business hours (M - F 7:30 am - 4:00 pm).

Evening and weekend hours may be available for proficient or highly skilled candidates that can perform work functions with reduced supervision. Differing summer work hours may also be available.

Successful Youth Carpenter Apprentices will be able to communicate the requirements of their high school schedule to their MFD supervisor well in advance of required high school events.

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 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.

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☒	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: 15%**

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.)
☒	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.

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K. MACHINES, 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:

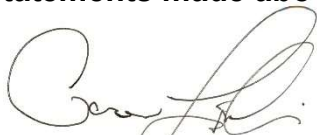
☐ Camera and photographic equipment	☐ Office Equipment (desk, chair, telephone, etc.)
☒ Cleaning supplies	☐ Office supplies (pens, staplers, pencils, etc.)
☒ Commercial vehicle	☒ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☒ PC software
☒ Hand tools (please list): Standard industry hand tools needed to perform the job in a safe and efficient manner.	
☒ Office Machines (check all that apply): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ 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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must complete OSHA 10 safety course within 60 days of hire.

This position's duties are required to be performed at the office of its assigned bureau/division, unless approved to work elsewhere by the Chief.

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



Signature of Department Head or Designated Representative