



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

October 16, 2024

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

Dear Commissioners,

Request: Retroactive Extension of Temporary Appointment Request – Catherine White

The Department of Public Works (DPW) – Infrastructure Services is requesting to extend the temporary appointment for Catherine White to the title of Custodial Worker 3. Catherine White was hired as a Custodial Worker 2 on April 3, 2023. They were first placed in a temporary appointment on July 21, 2024.

The Department is in the process of an open recruitment. The Custodial Worker 3 supports the critical operational needs in Building Operations and Maintenance unit. The approval of this request will support continuity of work within this unit while the hiring process is completed. Catherine White has experience performing work in custodial duties in a lead capacity and is familiar with the various job requirements and daily work routines.

The Department respectfully requests a six-month retroactive extension of temporary appointment for Catherine White, from October 27, 2024 through April 12, 2025. This will allow enough time to complete the hiring process and make a permanent hire.

Thank you for your consideration. Please contact Karen Biernat, Human Resources Analyst, Sr., at [DPW-Infr-HR@milwaukee.gov](mailto:DPW-Infr-HR@milwaukee.gov) or 414-286-5677, with any questions in regards to this request.

Sincerely,

Signed by:

07BC33DE5744A2...

Kevin Muhs  
City Engineer

Cc: Tim Thur, Andrew Simons, Tom Tarkowski, Ahmed Abubaker, and Yasir Hameed



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Infrastructure	LAST NAME CATHERINE	FIRST NAME WHITE	INITIAL
AUTHORIZED POSITION TITLE CUSTODIAL WORKER 3	PAY RANGE 8CN	F&P COMMITTEE APPROVAL DATE	REQUISITION # 11085
UNDERFILL TITLE (IF APPLICABLE) N/A	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 10/27/2024	ANTICIPATED EXPIRATION DATE 4/12/2025	T.A. RATE OF PAY 1,959.38
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:  The temporary appointment is needed to ensure efficient shipping and receiving, timely deliveries, and maintenance of cleanliness standards are being carried out. This appointment will bridge personnel gaps, ensuring continued service quality and operational efficiency until a permanent hire can be made.			
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 individual was chosen through an internal review of their extensive experience, inventory management, and operations tasks. They demonstrated proficiency in equipment use, cleaning, maintenance, and customer service. Their proven track record and leadership skills made them the ideal candidate for the temporary appointment.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>  Floor Care (Wax/Strip), CPR and Fire Safety OSHA	<u>WORK EXPERIENCE:</u>  Custodial Worker 2 Metropolitan Sewerage District Facility Technician Phoenix Care System Mental Health Technician	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Infrastructure	CURRENT POSITION TITLE: Custodial Worker 2	EMPLOYEE ID NUMBER: 037000
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			
<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>			
REPORTING OFFICER Yasir Hameed	SIGNATURE 	TITLE Building Services Supervisor	DATE 10/18/2024
APPROVING OFFICER Ahmed Abubaker	SIGNATURE 	TITLE Facilities Manager	DATE 10/18/2024
<b>THIS SECTION FOR DER REVIEW</b>			
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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
CATHERINE WHITE		10/27/2024
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
CUSTODIAL WORKER 3	8CN	1,959.38

**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.

*Catherine White*

*10/18/2024*

**Temporary Appointment Applicant Signature**

**Date Signed**

*Yasir Hameed*

*[Signature]*

**Witness Name (Print)**

**Witness Signature**

# 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.

<b>1. Date Prepared/ Revised:</b> 10/24/2024		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
				If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Public Works			<b>Bureau:</b>		<b>Unit:</b> Buildings Operations and Maintenance <b>Section:</b> Bridges and Buildings
			<b>Division:</b> Infrastructure Services		
<b>6. Work Location:</b> Municipal Building, 841 N Broadway, Room 602			<b>Telephone:</b> 286-8222		<b>Work Schedule:</b> Hours: 7am-3:45 pm / Days: M-F
			<b>Email:</b>		
<b>7. Represented by a Union?</b> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> None If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Custodial Worker 3			<b>Pay Range</b>	<b>Job Code</b>
				8CN	716
	<b>Underfill Title (if applicable):</b>				
<b>Requested Title (if applicable):</b>					<b>EEO Code</b> 801
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

The Custodial Worker III, under the supervision of the Building Services Supervisor, performs various cleaning and labor related services and acts as a crew leader. This role performs and oversees special setups, furniture moves, and various cleaning projects for the City Hall complex and other city buildings.

**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
35%	<ul style="list-style-type: none"> <li>Sweeps, mops, strips, rinses, waxes, and polishes all floor and stair areas.</li> <li>Vacuums, cleans, and shampoos rugs and carpets.</li> <li>Washes all windows and glass doors inside and out.</li> <li>Cleans book stack areas and baseboards.</li> <li>Custodians assigned to the dock perform all receiving and shipping duties, including sorting, record-keeping, delivering, and returning of materials, equipment, and supplies.</li> <li>Provides a high level of customer service to internal and external customers.</li> <li>Trains staff on standard procedures, completes checklists, and provides supports as needed.</li> </ul>
20%	<ul style="list-style-type: none"> <li>Operates material handling equipment, floor buffers, carpet extraction machinery, automatic scrub machines., and similar equipment.</li> <li>Inspects equipment for proper operation and maintenance.</li> </ul>
20%	<ul style="list-style-type: none"> <li>Assist in making daily assignments, checklists, inspection sheets, and special projects.</li> <li>Conducts periodic inventory audits of cleaning products and materials.</li> <li>Coordinates set-ups, furniture moves, and special cleaning projects and ensures that custodial staff have proper supplies and equipment.</li> </ul>
20%	<ul style="list-style-type: none"> <li>Keeps the property surrounding the facilities clean and in good order, including sweeping, power washing, and/or hose walkways and other surfaces</li> </ul>

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
	<ul style="list-style-type: none"> <li>• Performs general grounds and landscaping duties, including debris removal from lawns, shrubs, garden and other areas.</li> <li>• Assists in all snow removal operations, including shoveling sidewalks.</li> <li>• Work extended hours, to include special events, snow operations and other business-related needs.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Perform other duties as assigned.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> <li>•</li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Yasir Hameed, Building Services Supervisor

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

General assignments and methods are outlined and work is spot checked by the Building Services Supervisor.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 1-3.

**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)
0-6	Custodial Worker 1 and 2	a, b, c, d, e

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

i. Education and Experience:

Two years of experience performing functions related to the essential functions listed above.

Six (6) months of experience working closely with computer systems, including Microsoft Word, Excel, and Outlook (may be concurrent with #1, above).

Valid driver's license at time of appointment and throughout employment.

**Knowledge:**

- Knowledge of cleaning, maintenance, grounds keeping, and other custodial duties.
- Knowledge of safe work practices.
- Knowledge with Microsoft Office (Word, Excel and Outlook), Teams and other software systems for tracking, communication and data entry

**Skills:**

- Strong Interpersonal skills for developing and maintaining relationships with diverse individuals, including the public, contractors, elected officials, employees and management.
- Keen situational awareness skills to identify potential hazards and make sound decisions.

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- Effective verbal and written communication skills to positively represent the department in various formats.
- Skilled in building strong, effective teams.
- Skilled in creative problem solving and the ability to be situationally aware of potential issues.

**Ability:**

- Ability to set clear expectations and ensure projects meet expectations and deadlines.
- Ability to withstand prolonged exposure to variable and extreme weather conditions, including rain, wind, excessive heat, intense cold and snow.
- Ability to perform general grounds, landscaping and maintenance.
- Ability to read and interpret maintenance work orders and other job-related forms.
- Ability to follow verbal and written instructions, rules, and safety guidelines.
- Ability to safely use supplies and chemicals.
- Ability to operate vacuum cleaners, scrubbers, extractors, buffers, polishers, and floor strippers.
- Ability to safely operate Hi-Lift® mechanical jacks and other wheeled and mechanized equipment, including ladders, dollies, and table movers.
- Ability to safely operate lawnmowers, snow removal equipment, automobiles, vans, and small or medium-duty trucks.
- Ability to maintain a sanitary and orderly work environment.
- Ability to exercise care and good judgment at all times regarding safety, abiding by safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Ability to perform under pressure, to manage multiple priorities, and to work within tight time constraints.
- Ability to exercise creative problem-solving and demonstrate troubleshooting skills.
- Ability to remain calm during adverse situations.
- Ability to plan, direct, coordinate, and inspect the work of others.
- Honesty and the ability to safeguard City equipment and resources.
- Ability to represent DPW positively when working with event organizers.
- Ability to work and communicate with supervisors and other staff as an effective team member.
- Ability to work cooperatively, effectively, and fairly with coworkers and individuals whose backgrounds may differ from one's own.
- Ability to maintain a high level of decorum and privacy.

i. Certifications, Licenses, Registrations:

A Valid Wisconsin driver's license required at the time of application and throughout employment.

Must have a good driving record at the time of application and throughout employment.

ii. 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"/>	<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.
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*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"/>	<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 checked="" 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 checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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 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.

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**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: 30%**

**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 checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" 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 type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input checked="" 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	<b>Hand tools (please list):</b> Screw drivers, pliers, wrench		
<input checked="" type="checkbox"/>	<b>Office Machines (check all that apply):</b> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input checked="" type="checkbox"/>	<b>Other (please list):</b> burnishers, walk behind scrubbers, walk behind buffers, automatic scrubbers, carpet extractors, vacuums, shop vacs, water pick up machines, lawn mowers, snow throwers, highlift, ladders, scaffolding, safety equipment, hedge trimmer, brush cutters, lawn edger, minivan, cars delivery trucks.		

**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.)

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

Signed by:



\_\_\_\_\_  
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.



# Catherine White

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**Profile** Experienced, well-rounded, and rising custodial services, poised for new challenges within the City of Milwaukee Department of Public Works.

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## Skills

- Shipping and receiving coordination, Inventory management and auditing
  - Equipment operation (material handling, floor buffers, carpet extraction)
  - Floor care expertise (sweeping, mopping, waxing, polishing)
  - Proficient in inventory management, conducting audits of cleaning products and materials to ensure adequate supplies and efficient usage.
  - Customer service orientation
  - Staff training and supervision. Compliance with safety protocols
  - Snow removal and grounds maintenance
  - Team collaboration Skilled in Microsoft Office applications including Word for document processing, Excel for spreadsheet management, and Outlook for email communication.
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# Catherine White



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## Professional Experience

- Managed shipping and receiving operations, overseeing personnel and handling related paperwork.
- Coordinated deliveries to various departments and agencies, ensuring timely distribution.
- Conducted periodic inventory audits of cleaning products and materials.
- Organized set-ups, furniture moves, and special cleaning projects.
- Operated a variety of equipment including material handling, floor buffers, and carpet extraction machines.
- Performed comprehensive floor care tasks such as sweeping, mopping, waxing, and polishing.
- Cleaned and shampooed rugs and carpets washed windows and glass doors and maintained book stack areas.
- Provided high-level customer service to internal and external stakeholders.
- Trained staff on standard procedures, completed checklists, and assisted as needed.
- Maintained cleanliness of surrounding property and assisted with snow removal operations.
- Instructed others in the safe use of material handling and custodial equipment.
- Proficient in cleaning, maintenance, and custodial duties with extensive knowledge of best practices.
- Capable of creating staff assignments and efficiently managing event information.
- Competent in performing minor landscaping tasks to enhance facility aesthetics
- Proficient in planning, directing, coordinating, and inspecting the work of others to achieve operational objectives.
- Customer service-oriented, adept at diplomacy, tact, and courtesy in all interactions, including challenging situations.

# Catherine White

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## Career History

<b>City of Milwaukee</b> Custodial Worker II Milwaukee, Wi	April 2023 -PRESENT
<b>Metropolitan Sewerage District</b> Facility Technician Milwaukee, Wi	January 2019 – April 2023
<b>Phoenix Care System</b> Mental Health Technician Milwaukee, Wi	October 1995 – January 2019

## Education

<b>Solomon Juneau High School</b> Received Diploma September 1981 - June 1985 Milwaukee, WI
<b>Floor Care (Wax/Strip) CPR</b> <b>Fire Safety OSHA</b>