

Milwaukee **Water Works**

January 3, 2023

Harper Donahue IV, Director
Department of Employee Relations
VIA EMAIL (hdonahue@milwaukee.gov)

RE: Request to Extend Temporary Appointment
Water Field Supervisor - Auxiliary – Shamon Johnson

Dear Mr. Donahue:

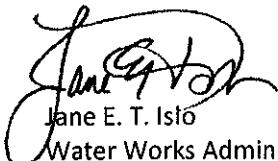
Milwaukee Water Works (MWW) requests an extension of the temporary appointment of Shamon Johnson to the position of Water Field Supervisor – Auxiliary. Mr. Johnson was temporarily appointed to the position on October 16, 2022, such that the 90-day appointment will currently expire on January 16, 2023. If granted, this would be a first extension.

This auxiliary position is primarily intended to supplement the MWW Distribution Section's 12 regular Water Field Supervisor positions during Winter Operations, but represents .5 FTE such that it could be used for up to 6 months of the year. This year, MWW made the temporary appointment in October due to staffing shortages, as well as increased training and supervision of new field staff in positions that have experienced extremely high rates of attrition.

It is vital that the utility maintain a full complement of Water Field Supervisors through Winter Operations, which generally end in March – April. As such, MWW requests an eleven (11) week extension of Mr. Shamon's temporary appointment, which will result in a new expiration date of April 1, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or jeislo@milwaukee.gov, or Amy Hefter, Water Works Human Resources Administrator, at x2805 or ahefte@milwaukee.gov.

Very truly yours,



Jane E. T. Islo
Water Works Administration Manager

Attachments

- Notice of Temporary Appointment
- Temporary Appointee Statement of Understanding
- Current Job Description – Water Field Supervisor
- Resume of Shamon Johnson



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



NOTICE OF TEMPORARY APPOINTMENT

R. 07.08.19

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/ Distribution	LAST NAME Johnson	FIRST NAME Shamon	INITIAL
AUTHORIZED POSITION TITLE Water Field Supervisor (Distribution)	PAY RANGE 1BX	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input 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 10/17/2022	ANTICIPATED EXPIRATION DATE 1/17/2023	T.A. RATE OF PAY
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: He will be used as an auxillary supervisor during out winter schedule			
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: He was selected from a list of eight candidates after interviews.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES): Resume Attached			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Water Distribution	CURRENT POSITION TITLE: Water Dist Chief Repair Worker	EMPLOYEE ID NUMBER: 018811
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.) <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 Amy Heftner	SIGNATURE 	TITLE Water Works Personnel Officer	DATE 10/25/2022
APPROVING OFFICER Patrick Pauly	SIGNATURE 	TITLE Water Works Superintendent	DATE 10/25/2022
DBC1C26F3B5646B 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 (last, first, middle)	DATE	
Johnson, Shamon	10/14/2022	
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Field Supervisor (Distribution)	1BX	

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.

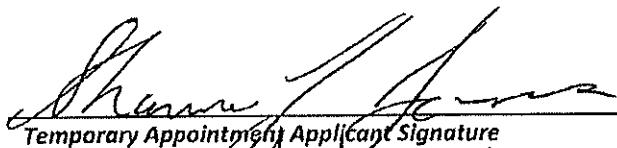
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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.

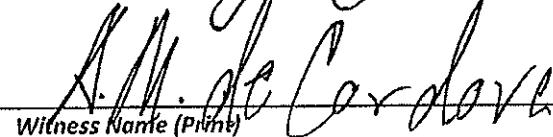
I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

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


Date Signed


Witness Name (Print)


Witness Signature

Shamon L. Johnson

Milwaukee, WI 53209

Ph:

Professional Summary

Seasoned repair worker with over 13 years of experience in repairing water mains, sewers, supervision of staff on crews and operating heavy equipment and various machines/vehicles. Ability to solve problems and effectively handle multiple priorities under changing circumstances. Honest individual with the ability to use City resources responsibly. Excellent training and communication skills.

Skills

Technical Skills

- Knowledge of how to repair water distribution system piping and appurtenances.
- Ability to understand basic mechanical aptitude and basic plumbing.
- Ability to use job-related hand tools and pneumatic tools.
- Ability to operate construction equipment.
- Knowledge of MWW specifications, safety principles and construction practices.
- Knowledge of basic water hydraulics.
- Ability to perform mathematical calculations.
- Ability to read and interpret maps and construction drawings.
- Ability to complete required computer forms and work orders clearly, accurately, and completely.

Experience

Chief Repair Worker

July

2015-present

City of Milwaukee; Department of Water Works- Milwaukee, WI

Provide guidance, supervision and hands on instruction to crews while in the field on assigned duties for the day. Duties include but aren't limited to:

- Directing the activities of water distribution repair crew employees assigned to expedite repair maintenance activities in the City of Milwaukee, Greenfield, St. Francis and the Village of Hales Corners
- Supervise and direct water distribution field activities as they relate to scheduled and emergency water distribution system repair and maintenance
- Conduct field check of prospective jobs related to clearance and conflicts by ensuring diggers hotline has marked locations of other underground utilities
- Operate wireless work order system for the efficient completion of water meter exchanges. Ensure appointments are maintained and additional work is assigned. Complete detailed distribution work orders for each job to document work completed
- Act as crew leader of a three to four-person repair crew, assigned to various repair and maintenance activities . Maintain communication with supervisors, office staff and Control Center regarding job status and unusual circumstances. Handle concerned citizens in a professional manner. Accurately complete the numerous computerized work orders and documents of daily crew activities and job status.
- Direct the work of the repair crew for the proper maintenance and repair of the distribution system. Conducts water main break repairs, service lateral repairs, reconnects and replacements, curbstop replacements, repair and replacement valves, hydrant repairs and replacements, abandoning taps and mains, installing air vents, installing taps and branches, water main joint repairs, pipe replacements, and other appurtenances. Locate the source and location of the leak. Identify area to be excavated and any conflicting utilities.
- Operate quick hitch backhoe to excavate the repair area. Direct crew members through the proper repair procedures. Evaluate site for additional repairs by other agencies and coordinate information with Distribution supervision. Provide erosion control to each required jobsite and ensure proper operation of control methods as required by WI Department of Natural Resources (DNR). Restore site by backfilling, blacktopping, salting, and adding ground as needed for safety and customer satisfaction.
- Responsible for the safety of each crew member and the public during the course of every job conducted. Responsible for the secure work area, sheeting and shoring of the excavations, confined space safe entry procedure and equipment. Document air monitoring results and safety practices on the confined space entry permit form and safety checklist, as required. Wear all applicable personal protective equipment, conduct pre-trip inspection of vehicles and ensure proper traffic control for a safe worksite with good traffic flow.

- Operate and maintain construction equipment including: backhoe, end loader, Vac-AII, drill rig, electronic leak locators, compressors, forklift, dump trucks, trailers, utility vans, valve operators, travel and guillotine saws, branch and tapping machines, torch cutting apparatus, reed cutters, hand and pneumatic tools, flaring tools, freeze kits, sheeting and shoring equipment, air quality monitors, ventilators, pumps, locating equipment, generators, and other specialty construction tools. Operate electronic leak detection devices and GPS equipment.
- Coordinate construction activities with the district manager and contractors to facilitate system improvement s. Serve notices, operate valves, and check for hose connection, and assist contractors with parts, equipment or proper tools as needed and water shut-off. Communicate with Control Center and customers for water shut-offs and back-in-service information. Interpret construction plans as needed to coordinate job information. Assist with chlorination and pressure treating of mains. Flush hydrants and air vents to relieve excess air in the system to prevent water hammer. Cut mains 20" and larger to facilitate contractor work.

Repair Worker II

October 2010 -July 2015

City of Milwaukee; Department of Water Works- Milwaukee, WI

Two years of experience performing underground construction and operation of large dump trucks. Valid Wisconsin Commercial Driver's License (CDL) at the time of appointment and throughout employment. Must obtain (Class A) endorsement within six months of appointment. Must be certified as a Competent Person in excavation safety within six months of appointment.① Repairs, maintains, and installs water mains, pipe joints, valves, services, and branches, while maintaining the quality of the water.

① Performs hydrant repairs with knowledge of various models of hydrants in the water distribution system. ① Responds to 24-hour emergency repair call-in assignments. Etc.

Repair Worker I

September 2010

-October 2010

City of Milwaukee; Department of Water Works- Milwaukee, WI

Knowledge of underground construction practices and procedures.

Knowledge of construction safety principles and practices and the ability to perform work safely.

Ability to learn and identify various hydrant models.

Ability to carefully use job-related hand tools and pneumatic tools.

Ability to safely operate construction vehicles and equipment.

Ability to understand basic mechanical and plumbing concepts. Backhoe or front-end loader operation experience.

State of Wisconsin Department of Natural Resources Waterworks Operator Certification for Distribution Systems Operations (Subclass D).

Wisconsin CDL N endorsement (tank vehicles).

Water distribution system piping and appurtenances repair and maintenance experience. Etc.

Water Distribution Laborer

June 2009 -September 2010

City of Milwaukee; Department of Water Works- Milwaukee,

Ability to complete required forms clearly, accurately, and completely.

Ability to read and understand plat maps and construction plans.

Knowledge of mathematics to be able to accurately make calculations, determine amounts of material needed, and take measurements to complete jobs. Etc.

American Water Works Association (AWWA) Certificate Completions:

- Facilitating Compliance with America's Water Infrastructure Act of 2018 (October 2021)
- Establishing Leadership in the Organization (October 2021)
- Financing the Utility (October 2021)
- Building the Utility (November 2021)
- Physical Infrastructure Management (December 2021)

*High School Equivalency Degree (197890)
Oakview School, Oregon WI*

January 12,2005

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:
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Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 11/7/17	2. Present Incumbent:	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: Water Works	Unit: Section: Business or Distribution
6. Work Location: 3850 N 35 th St.	Telephone: Email:	Work Schedule: Hours: 7:30am – 4:30pm Days: Monday-Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: If in District Council 48, which local?	9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Water Field Supervisor	Underfill Title (if applicable):	Pay Range 1BX
	Requested Title (if applicable):	Job Code
Recommended Title (DER Use Only):	Approved by: _____	EEO Code
	Date: _____	

11. BASIC FUNCTION OF POSITION

Provides direct supervision of Water Distribution field personnel to ensure safe, efficient and productive repair and maintenance of the water distribution system. Enforce City of Milwaukee, DPW, Milwaukee Water Works (MWW) work rules and policies and standard operating procedures. Manage tools, equipment and vehicles to ensure proper conditions, maintenance, repairs and safety. Provide knowledge for on-call duty coverage as scheduled to handle after-hours emergency repairs and interactions with customers, the public and city officials.

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
DISTRIBUTION	
50	Direct the work activities of the Water Distribution repair crew and employees to expedite repair and maintenance activities such as water main breaks, joint leaks, service leaks and replacements which include lead services, valve repairs and replacements, hydrant repairs and replacements, reset and realign both valve and service boxes of the water distribution system in the cities of Milwaukee, Greenfield, St. Francis and the Village of Hales Corners. Coordinate water distribution field activities as they relate to water main relay program and the City of Milwaukee paving program. Supervise branch service installations for proper installation as requested by plumbers and contractors. Promote a high level of productivity by directing and coaching crew members in standard operating procedures, specifications, and proper tools and equipment. Provide guidance to the repair crews on unusual repairs and circumstances. Research records and plans in advance of assignments so as to accomplish complicated tasks as efficiently as possible. Ensure job sites are set up so as to minimize impact on the public, traffic and nearby businesses. Communicate with the Water Distribution Construction Manager

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
	regarding the status of the specifics of each job as needed to consistently coordinate the scheduling of water distribution repair activities and coordination needed with other divisions and agencies. Coordinate field activities with the Water Distribution Operations Manager regarding feeder main valve operations, air vents and blow-off operations and field operations documentation. Underfill manager positions up to pay grade 10. Directly responsible for employee time (checking and approving), investigating inconsistencies. Perform roll call (directly responsible to make sure employees are on time and ready to work). Training. Minimum of 9-hour work days.
20	Conduct field checks of prospective jobs as it relates to clearances and conflicts by ensuring Digger's Hotline has marked locations of other underground utilities in relation to MWW facilities, traffic control signals and light poles, overhead utility wires, traffic control and parking, business access, county bus routes, etc. Complete detailed work orders for each job to document work completed, materials used, street, sidewalk and curb restoration needed, and any other related damage caused by breaks, or construction activities. Complete inventory requisitions to accurately account for tools, materials and supplies used for each job. Complete additions and changes to the water distribution system report to maintain current water distribution system maps and records.
10	Provide daily direct supervision to employees assigned to ensure compliance with MWW work rules, DPW safety rules and regulations and MWW rules and regulations for water service. Investigate employee injuries and vehicle accidents and take immediate action to prevent further injury or damages. Coordinate long-term corrective actions with Safety Specialist or Water Distribution Construction Manager. Participate in the Safety Committee meetings and training as assigned. Provide on-the-job training to employees as needed throughout the course of daily interactions.
10	Provide on-call duty supervision throughout the year as assigned. Respond to emergencies during after business hours, determine if a leak requires immediate repair, assign crews if needed, conduct field inspections, follow up on job status, handle citizen concerns, and report unusual circumstances to upper management.
5	Respond to customer concerns in a diplomatic and considerate manner regarding water service interruptions, water piping leaks, property damage, construction condition and noise, traffic and parking issues, etc. Respond to elected official requests as assigned and report findings in a professional and timely manner. Conduct field investigations of damage and coordinate the MWW response and data collection in cooperation with the Water Claims Specialist.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Conduct vehicle inspection as assigned, coordinate DOT drug and alcohol testing appointments in compliance with proper procedures, conduct leak surveys, conduct home visits as assigned. Research tools and equipment. Manage field use of portable electronic devices. Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Distribution Operations Manager, Water Distribution Scheduling Manager, Water Distribution Construction Managers for Paving, Water Main Relays and Lead Services.

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

Receive daily assignments as well as ongoing job tasks as assigned.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 84

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:

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.

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)
12	Water Chief Repair Worker	a,b,c,d,e,h
11	Water Utility Investigator	a,b,c,d,e,h
36	Water Repair Worker	a,b,c,d,e,h
19	Water Distrib Repair Worker I/Water Utility Laborer	a,b,c,d,e,h
6	City Laborer	a,b,c,d,e,h

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

i. Education and Experience

Associate Degree in Science, Water Technology or Management, plus three years' experience in underground utility maintenance and repair.

ii. Knowledge, Skills and Abilities

Requires strong mechanical aptitude. Ability to read and interpret construction plans, prints and GIS maps. Must have experience using computers, understanding computer applications, and working knowledge of Microsoft Word, Excel, Access and ArcView. Must have knowledge in underground construction. Ability to operate electronic leak locating devices. Must be knowledgeable in basic construction safety regulations. Ability to supervise field crews. Ability to problem solve and manage multiple priorities. Ability to learn and demonstrate proficiency with the MWW rules and regulations. Knowledge of water hydraulics and plumbing is highly desirable.

iii. Certifications, Licenses, Registrations

Valid Wisconsin driver's license at time of appointment and maintain continuously throughout employment. Current State of Wisconsin Department of Natural Resources Distribution Operations License D-1.

iv. Other Requirements

Must be able to communicate effectively and be diplomatic and tactful with the public. Must be able to drive in adverse weather conditions and navigate the streets of Milwaukee and retail suburbs throughout the entire service area. Must be able to climb ladders and steps, and enter tight spaces. Must be able to respond to after-hours calls and respond onsite at all hours, if needed. Must be able to work in all types of weather conditions and work various shifts and days. Must wear safety equipment.

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: (Double-click on box, click "checked", OK)



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.

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 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.
<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 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 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 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 checked="" 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 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: (Double-click on box, click "checked", OK)

<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: (Double-click on box, click "checked", OK)

<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 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 checked="" 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.

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.

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: 80 %

CHECK ALL THAT APPLY: (Double-click on box, click "checked", OK)

<input type="checkbox"/> None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" 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 checked="" type="checkbox"/> The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" 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: (Double-click on box, click "checked", OK)

<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 checked="" 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"/> Hand tools (please list): Wrenches	
<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 checked="" type="checkbox"/> Other (please list):	Locating wands and various leak locating equipment. Confined space monitors.

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 be able to work various shifts as assigned (1st, 2nd, 3rd). Must be able to work holidays and weekends as assigned, or as on-call duty requires. Must respond to calls from the Control Center when contacted as part of the on-call duty schedule. Must report to work as needed to provide equipment, tools, or assistance to field personnel during after-hour call-ins. Must be able to work outdoors and drive in adverse weather conditions for extended periods of time. Requires ability to remain calm under pressure and in emergency situations. Must be tactful and diplomatic even under stressful situations. Must be professional in conduct and appearance.

M. I BELIEVE THAT THE STATEMENTS MADE ABOVE IN DESCRIBING THIS JOB ARE COMPLETE AND ACCURATE.


Signature of Department Head or Designated Representative

11-7-17

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.

