

# Milwaukee Water Works

September 17, 2021

Makda Fessahaye  
Employee Relations Director  
Department of Employee Relations  
City Hall Room 706

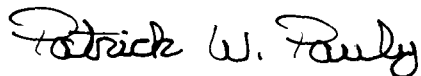
RE: Retroactive Temporary Appointment Requests - Water Chief Repair Worker – Galonski, Katlin

Dear Ms. Fessahaye:

The Milwaukee Water Works (MWW) respectfully requests retroactive approval of two temporary appointments for Ms. Katlin Galonski. Ms. Galonski was initially temporarily appointed to a Water Chief Repair Worker position from February 24 through March 18, 2020 through an internal recruitment. There are fifteen permanent Chief Repair Worker positions in the Distribution Section of the Water Works. Due to a number of extended absences (injury and pandemic related) of permanent Chief Repair Workers, Ms. Galonski remained in the position through October 30, 2020. The Water Works failed to properly request an extension of her temporary appointment. Ms. Galonski was again utilized as a Chief Repair worker due to extended absences from April 19 to August 20, 2021. The required documentation for this appointment was also not submitted for consideration. I apologize for the errors. The importance of adhering to the temporary appointment requirements has been emphasized to Water Works Administration and Distribution Section staff.

If you need additional information please contact me at (414) 286-2802.

Very Truly Yours,



Patrick W. Pauly, P.E.  
Water Works Administration Manager  
Milwaukee Water Works

PWP



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



## NOTICE OF TEMPORARY APPOINTMENT

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

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW/MWW	LAST NAME Galonski	FIRST NAME Katlin	INITIAL	
AUTHORIZED POSITION TITLE Water Chief Repair Worker	PAY RANGE 8PN	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 3-19-2020	ANTICIPATED EXPIRATION DATE 10-30-2020	T.A. RATE OF PAY \$2081-2,322	
<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: Due to vacancies and other chief repair workers being out on injury or extended sick leave, the temporary appointment is needed.				
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: s. Galonski was selected from the existing Chief Repair Worker list that she is the # 1 candidate after interviews.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
<b>TRAINING AND EDUCATION:</b> High School Diploma	<b>WORK EXPERIENCE:</b> At least two years of experience as a Water Distribution Repair Worker I or 5 years of underground utility construction experience and operation of large dump truck, trailer, backhoe and other construction equipment	<b>OTHER REQUIREMENTS (i.e. LICENSES):</b> Must have a valid State of WI driver's License, WI Class A Commercial Driver's License and obtain Endorsement N (tank vehicles), and air brakes endorsements. Must be certified		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: MWW - Distribution	CURRENT POSITION TITLE: Water Repair Worker	EMPLOYEE ID NUMBER: 027099	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER Tim Garczynski	SIGNATURE 	TITLE Distribution Operation Manager	DATE 9/14/20	
APPROVING OFFICER Patrick Pauly, P.E.	SIGNATURE 	TITLE Administration Manager	DATE 9-14-20	
<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>
Galonski, Katlin		3/19/20
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Water Chief Repair Worker	8PN	8PN

**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*

09/14/2021

*Date Signed*

Timothy Garczyk

*Witness Name (Print)*

*Witness Signature*





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 200 E. Wells Street, Room 706  
 Milwaukee, WI 53202-3554



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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 4/19/2021	ANTICIPATED EXPIRATION DATE 8/20/2021	T.A. RATE OF PAY \$2081-2,322
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
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IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: MWW - Distribution	CURRENT POSITION TITLE: Water Repair Worker	EMPLOYEE ID NUMBER: 027099
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<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Galonski, Katlin		4/19/21
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Water Chief Repair Worker	8PN	8PN

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*Kg*

09/14/2021

Temporary Appointment Applicant Signature

Date Signed

TIMOTHY GANCZYNSKI  
 Witness Name (Print)

*[Signature]*  
 Witness Signature



# Katlin V. Galonski

- Objective** Obtain the position of full time Chief for the City of Milwaukee Water Department
- Experience**
- Full time Employment
- City of Milwaukee Water Repair Worker [December 2016 through current]
- Repair/replace water mains, hydrants, services
- City of Milwaukee Water Meter Shop [June 2016 through December 2016]
- Repaired and replaced water meters for City of Milwaukee residents.
- Q3 Contracting [October 2015 through June 2016]
- Flagger, barrels, cones
- We Energies [March 2012 through October 2015]
- Seasonal Gas Inspector. Inspected construction job sites.
- AT & T [December 2012 through February 2015]
- Premises technician. Installing U-verse into customers' homes.
- Barrett Moving & Storage [2009 through November 2012]
- QPS [spring 2008 through 2009 ]
- Barrett Moving & Storage Co. Prepare companies for business moves and private families for relocation.
- Part Time Employment
- Next Level Volleyball Club [November 2007 through current]
- Volleyball coach for youth players
- The Tracks, Milwaukee [spring/summer of 2008]
- volleyball referee
- Education** 2007 Graduate of Whitnall High School Greenfield, WI  
MATC [August 2007 through January 2008]
- Interests** Sports of any nature. Outdoor activities including fishing and hunting.
- References** Provided upon request.



# 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> 1/19/16		<b>2. Present Incumbent:</b>		<b>Is incumbent under filling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>5. Department:</b> Public Works		<b>Bureau:</b>		<b>Unit:</b>	
		<b>Division:</b> Water Works		<b>Section:</b> Distribution	
<b>6. Work Location:</b> 3850 N. 35 <sup>th</sup> Street		<b>Telephone:</b>		<b>Work Schedule:</b>	
		<b>Email:</b>		<b>Hours:</b> 8:00am-4:30pm or 4:00pm-12:00am	
				<b>Days:</b> Mon-Fri, Tue-Sat, or Sun-Thur	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>8. Bargaining Unit:</b>		<b>10. FLSA Status (check one):</b>	
		<b>9. If in District Council 48, which local?</b>		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> Water Chief Repair Worker			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b>			8PN	
	<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>			Approved by: _____		
			Date: _____		

**11. BASIC FUNCTION OF POSITION:**

As crew leader, this position is responsible for and performs all phases of repair, replacement and maintenance to maintain the integrity of the water distribution system for the purpose of transmitting high quality, safe and sufficient water to customers. Responsible for providing a safe and efficient operation of each assigned task for all crew members and the public. Communicate effectively with management, Control Center and customers.

**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
20	Act as crew leader of a three to four-person repair crew, assigned to various repair and maintenance activities. Responsible for the activities of the crew by informing and guiding each member through daily tasks, maintain crew harmony, ensure safety of the entire job site and equipment, and provide on-the-job training for inexperienced crew personnel as needed. 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.
30	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

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
	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.
15	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.
15	Operate and maintain construction equipment including: backhoe, end loader, Vac-All, 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.
10	Coordinate construction activities with the district manager and contractors to facilitate system improvements. 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.
5	Document work activities by accurately completing work orders to include: location of jobsite, repair type, time of arrival, water service outages, materials used, damage report, excavation size, restoration activities, and departure. Complete material condition report to provide pipe and soil conditions for the water main replacement index. Communicate job status with Control Center for daily operations log documentation.

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	Conduct sewer repairs when associated with current or previous water distribution repair work. Other duties as assigned.

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

Direct supervision by Water Field Supervisor.

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

Daily assignments provided by Water Distribution Scheduling Manager. Direct supervision received from Water Field Supervisor.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 3-4.

**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
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)
3-4	Water Repair Worker	a,b,c,d

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.



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

i. Education and Experience

High school diploma or equivalent required. At least two years of experience as a Water Distribution Repair Worker I, or five years of underground utility construction experience and operation of large dump truck, trailer, backhoe and other construction equipment.

ii. Knowledge, Skills and Abilities

Knowledge of all aspects of water distribution repair and maintenance. Knowledge in MWW specifications, safety regulations and construction practices. Must have basic mechanical aptitude and basic plumbing skills. Must be an effective team leader with the ability to motivate crew members. Must be able to read, write and perform math calculations. Must be computer literate and able to complete computer work orders and documents. Must understand basic water hydraulics. Must be able to read and interpret maps and construction drawings.

iii. Certifications, Licenses, Registrations

Valid Wisconsin driver's license at time of appointment and maintain continuously while employed. Requires Wisconsin Class A Commercial Driver's License (CDL) and obtain Endorsement N (tank vehicles), and air brakes endorsement. Must be Certified Competent Person in excavation safety, traffic safety and confined space safe entry procedures within six months of appointment.

iv. Other Requirements

Must be able to conduct pipe flaring and freezing for service lateral repairs, operate tap and branch machine. Understand and practice proper disinfection process and safe handling of pipe repairs. Understand and practice DNR erosion control methods. Must be physically able to wear safety harness, enter manholes, and excavations and climb ladders and practice OSHA-required confined space entry procedures and equipment. Must be able to wear appropriate safety equipment including safety shoes, glasses, and hearing protection. Must be able to communicate effectively with co-workers and work as a productive team member. Must be diplomatic, tactful and courteous with co-workers, customers and the public even during adverse situations. Must be able to work mandatory overtime and respond to emergency call-outs when needed. Must be able to work weekends, and various shifts. Must be able to report to work in less than one hour when called in at any time or in any type of weather condition. Must be able to tolerate severe winter weather and cold temperatures, as well as extreme heat in summer. Must be physically capable of working outdoors in all types of weather conditions for extended periods of time.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 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.
<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.

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<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 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 checked="" 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 checked="" 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.
<input type="checkbox"/>	<b>Other:</b> 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.

*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.*



Approximate Percentage of time performing field work: 90%

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).
<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>i.e. warehouses, covered loading docks, garages, etc.</i> )
<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 checked="" 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 checked="" type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools ( <i>please list</i> ): Gut wrench, nozzle wrench, valve wrench, hammer, pick, drill.		
<input checked="" type="checkbox"/>	Office Machines ( <i>check all that apply</i> ): <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 ( <i>please list</i> ): Target and specialty saws, compressors, pneumatic tools, pumps.		

**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.)

Distribution Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. As crew leader, must be able to work as a team, build consensus, motivate crew members and lead by example. Must have good communication and problem solving skills. Must have a good driving record and able to travel efficiently throughout the MWW service area of Milwaukee, St. Francis, Greenfield and Hales Corners. Must be able to deal with the public in a courteous and professional manner, acting as a representative of the MWW, even during adverse situations. Must be able to complete the job and be dedicated to the mission of providing safe, sufficient potable water to our customers and for firefighting. Must be professional in conduct and appearance.

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

  
 \_\_\_\_\_ 1-19-16  
 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.