



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: April 6, 2023

Police Department

Current	Recommended
New Position	Municipal Services Electrician PR 7SN (\$85,501) FN: Additional \$1.50 per hour for holding a Wisconsin Electrical Contractor License FN: Additional \$1.50 per hour for performing lead work (One Position)
New Position	Painter PR 7IN (\$50,312 - \$58,641) FN: Recruitment rate of \$58,641 FN: Additional (\$.30) per hour when assigned to operate spray equipment and is actually performing the spraying and cleaning of equipment FN: Additional (\$.35) per hour when performing lead abatement duties which require, under federal regulations, the use of respirators and personal protective clothing (One Position)
New Positions	City Laborer PR 8DN (\$35,225 - \$42,084) FN: Recruitment rate of \$38,331 FN: Additional (\$.60) per hour when assigned to perform crosswalk and special purpose line painting (Three Positions)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department (MPD) requested classification of five new civilian positions in the amended 2023 Budget. Job descriptions were provided; and discussions were held with Pamela Roberts, Police Human Resources Administrator.

Position Descriptions and Recommendations

Current	New Position		One Position
Recommended	Municipal Services Electrician	Municipal Services Electrician PR 7SN (\$85,501) FN: Additional \$1.50 per hour for holding a Wisconsin Electrical Contractor License FN: Additional \$1.50 per hour for performing lead work	One Position

This position will be responsible for inspecting, troubleshooting, maintaining, repairing, constructing, and installing all electrical equipment and systems for MPD. Duties and responsibilities include the following.

- Maintain, repair, and service lighting and low voltage circuits, motors, and related equipment.
- Perform routine maintenance, repairs, and service work; locate and replace blown fuses, lamps, ballasts, and starters; check starters and motor brushes; locate short circuits and grounds in low power lighting and power circuits and equipment; repair and replace defective cables, outlets, plugs, regulators, starters, switches, and wires; check operation of replaced equipment and wiring to assure proper function; adjust and regulate controls and devices to obtain satisfactory operation; and work on extension or installation projects.
- Perform monthly tests on department generators and document tests.
- Service circuits and lines carrying various voltages; alternate and direct current electricity; and service lighting circuits, machine controls, and portable electric tools.
- Install, check, clean, and make repairs to motors, contractors, controls, bearings, and brushes.
- Check and test circuits and lines before power is turned on to verify accuracy on installation, repair, or service.
- Work from general plans, wiring diagrams, drawings, manufacturer’s specifications, sketches, verbal and written directions or instructions, and checking with engineer or supervisor to determine installation, materials, and staffing requirements of large and major projects.
- Install, service and repair electrical high voltage substations in buildings, garages, and parking structures.
- Install and repair underground and overhead wiring and duct systems between floors, buildings, and other facilities.

Minimum requirements include four years of experience installing, maintaining, and repairing electrical services and equipment. Successful completion of an electrical apprenticeship program and a State of Wisconsin certification as a Master or Journey-level Electrician is desirable.

This new position will be performing the same or similar work as the Municipal Services Electrician positions located in other City Departments. We therefore recommend the same classification of Municipal Services Electrician in Pay Range 7SN (\$85,501).

Current	New Position		One Position
Recommended	Painter	Painter PR 7IN (\$50,312 - \$58,641) FN: Recruitment rate of \$58,641 FN: Additional (\$.30) per hour when assigned to operate spray equipment and is actually performing the spraying and cleaning of equipment FN: Additional (\$.35) per hour when performing lead abatement duties which require, under federal regulations, the use of respirators and personal protective clothing	One Position

This position paints and stains various types of interior and exterior surfaces along with the full range of journey level duties associated with this trade. Duties and responsibilities include the following.

- Apply primary or seal coat with spray gun, roller, or brush as directed; obtain special finishes when required by stripping, glazing, matching the color and type of existing paints and stains, mixing and applying special epoxy paints, and mixing and thinning paints and varnishes.
- Prepare surfaces for painting including patching holes or cracks in both plaster and dry wall, cleaning metal surfaces with sandblasting equipment, chipping hammers, vibrators, or wire brushes, bleaching, sanding, and filling new wood surfaces, removing old paint with scrapers and solvents, applying putty and caulking compound, and washing walls by hand and with steam cleaning equipment. Protect furniture and floors by using drop cloths, masking, and tape.
- Erect and work from scaffolding, swing stages, bosun’s chairs, extension and step ladders, and needle beam scaffolding.
- Clean and properly maintain brushes, rollers, sheep skins, paint pots, spray guns, air hoses, and compressor filters on spray painting equipment using approved methods and solvents as required; and properly store, handle, and maintain all other painting equipment.
- Glaze as required for new and replacement applications.

Minimum requirements include two years of professional painting experience related to the duties and responsibilities listed above. A significant knowledge of and skill in performing painting duties at the journey level is desirable.

This new position will be performing the same or similar work as the Painter positions located in other City Departments. We therefore recommend the same classification of Painter in Pay Range 7IN (\$50,312 - \$58,641) with a recruitment rate of \$58,641.

Current	New Positions		Three Positions
Recommended	City Laborer	City Laborer PR 8DN (\$35,225 - \$42,084) FN: Recruitment rate of \$38,331 FN: Additional (\$.60) per hour when assigned to perform crosswalk and special purpose line painting	Three Positions

These three positions perform light to heavy manual labor for MPD. They use and operate various equipment and tools needed to perform their duties including shovels, brooms, rakes, air hammers, compressors, and pneumatic tools; work with various materials including asphalt, concrete, topsoil, and plants; and may be required to work under unpleasant conditions including inclement weather. Duties and responsibilities include the following.

- Complete daily documentation of activities.
- Perform seasonal duties including plowing and shoveling snow; and spreading sand or salt on icy streets and sidewalk.
- Spread mulch; use mower on turf; and use pressure washer on buildings and walk-ways.

- Plant trees, grass, shrubs, and flowers; lay sod; and assist in general maintenance of green areas.
- Dig trenches and post holes; and clean coagulation basins, sidewalks, sally ports, and exterior of MPD buildings.
- Maintain vehicle, equipment, and tools; ensure there are adequate supplies and materials for a variety of job tasks; and load and unload trucks.
- Use a variety of hand tools including axes, clippers, files, hammers, hand saws, pliers, post hole diggers, and pruners to perform construction and maintenance work.
- Operate air compressors, pumps, concrete mixer, concrete cutting saw, snowblowers, forklift truck, and skid loader as required.
- Clean construction site of materials, equipment, and debris; and perform custodial work such as sweeping and cleaning.
- Sort, move, and stack materials; and assist and perform supplementary duties for MPD trade positions, custodial workers, and other staff.
- Respond to emergencies such as building flooding; and place cones, barricades, trench plates, and excavation protection as required for worker and public safety.

Minimum requirements include being eighteen years of age at time of appointment; a valid driver’s license and good driving record at time of application and throughout the selection process and employment; and a valid commercial driver’s license (CDL) (Class A or B) without the Air Brakes restriction within six months of appointment and throughout employment.

This new position will be performing the same or similar work as the City Laborer positions located in other City Departments. We therefore recommend the same classification of City Laborer in Pay Range 8DN (\$35,225 - \$42,084) with a recruitment rate of \$38,331.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

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