



Department of Public Works

Jerrel Kruschke, P.E.
Commissioner of Public Works

July 7th, 2026

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

RE: Request to Extend Temporary Appointment – Lamont Downey

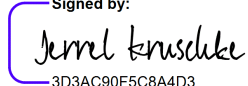
Dear City Service Commissioners:

DPW Operations Division respectfully requests a Six-month temporary appointment extension to the position of Fleet Operations & Training Supervisor for Mr. Lamont Downey. The original temporary appointment began on May 11, 2026. I respectfully request that the temporary appointment be extended from August 16th, 2026 - February 16th, 2027. This is the first extension.

Mr. Lamont Downey is currently a Driving Training Instructor in DPW Operations Fleet. This temporary appointment is providing support for the current Fleet Operations & Training Manager vacancy. We are currently working with DER to go through the recruitment process to fill this role. In his role Lamont Downey Supports the Fleet Training Program that supports employees across DPW get trained in Commercial Drivers Licenses and training to drive various pieces of equipment the DPW Fleet Operates. This position plays a critically important role in delivery of safety and technical training activities to ensure staff are prepared for winter seasonal operations.

Thank you for your consideration. If you have any questions or concerns, please contact Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Signed by:

3D3AC90F5C8A4D3...
Jerrel Kruschke

Commissioner of Public Works

DAR:kod
cc: LaShaunda Everett, Makisha Porter





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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW - Operations - Fleet	LAST NAME Downey	FIRST NAME Lamont	INITIAL L
AUTHORIZED POSITION TITLE Fleet Ops & Training Supervisr	PAY RANGE 1FX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # 11989
UNDERFILL TITLE (IF APPLICABLE) N/A	PAY RANGE N/A	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral # N/A	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 8/16/2026	ANTICIPATED EXPIRATION DATE 2/16/2027	T.A. RATE OF PAY \$2973.04
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: This appointment is to provide support to the Fleet Operations & Training Supervisor while the current Fleet Operations & Training Manager is in a Temporary Role.			
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: Lamont has been with the City of Milwaukee for over ten years; serving in specialized roles throughout his career, most recently as a Driver Training Instructor. His knowledge and experience with classroom training and instruction, paired with his institutional knowledge and work ethic, Lamont is a natural choice to step into this role of support.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: DOT Certified Trainer / CDL Examiner Diploma - Riverside High School - Milwaukee, WI		WORK EXPERIENCE: City of Milwaukee (DPW/Fleet) - Driver Training Instructor - 11/2025 - current City of Milwaukee (DPW/Fleet) - Equipment Operator - 9/2015 - current US Bank - Fraud Specialist/Personal Banker -	
OTHER REQUIREMENTS (i.e. LICENSES): Class A CDL			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DPW-Ops-Fleet Ops	CURRENT POSITION TITLE: Driver Trainer Instructor	EMPLOYEE ID NUMBER: 026193
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.) ☒ No ☐ 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 LaShaunda Everett	SIGNATURE: 	TITLE Fleet Operations Manager	DATE 7/9/2026
APPROVING OFFICER Jerrel Kruschke	SIGNATURE: 	TITLE Commissioner of Public Works	DATE 7/9/2026
THIS SECTION FOR DER REVIEW			
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

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Lamont Downey		8/16/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
Fleet Operations & Training Supervisor	1FX	\$2973.04

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).

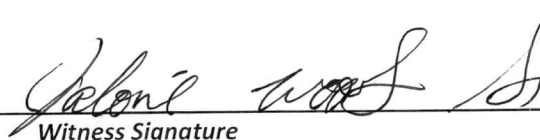
A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.


Temporary Appointment Applicant Signature

7/8/2026

Date Signed

Jalon'e Woods Sr
Witness Name (Print)


Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/18/2024		Is incumbent underfilling position? YES ☐ NO ☒ <i>If YES, indicate Underfill Title in box 10.</i>	
2. Date Filled:		3. Previous Incumbent: Multiple	
4. Department: Public Works, Dept. of		Bureau: Operations Division: Fleet Services	
5. Work Location: 2142 West Canal Street		Telephone: Email:	
6. Represented by a Union? ☐ Yes ☒ No		7. Bargaining Unit: If in District Council 48, which local?	
8. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt			
10. Official Title: Fleet Operations and Training Supervisor		Pay Range 1FX	Job Code
Underfill Title (if applicable):			
Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Fleet Operations and Training Manager, the Fleet Training Supervisor develops, administers and supervises the training program for 600 drivers per year in the operation of 50 different types of equipment to meet the operational needs of DPW and other City departments promoting the safe, economical and proper operation of all Fleet equipment. This position also provides oversight and supervision of equipment, drivers, and operators throughout DPW and other departments, investigates fleet accidents and takes corrective action to assure the highest level of service delivery to customers. The Fleet Training Supervisor works alongside the Dispatch Office that serves as the hub of emergency operations, 24 hours per day/365 days per year including the DPW snow and ice control operations.

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
90%	• Train Driver Instructors; document all training topics, sessions, attendees and evaluations. • Administer fleet training programs for over 600 drivers per year. • Supervise Driver Instructors that hold classes for drivers/operators on 50 different pieces of equipment. • Communicate with department on status of driver ratings. • Institute, administer, and ensure the federally mandated ELDT program is followed with all laborers and operators hired by the City of Milwaukee, to securing their CDL. • Administer Commercial Driver License (CDL) 3rd Party Examiner Testing, maintain training documentation and records for all training and certified training programs such as: CDL, OSHA Forklift, Asbestos Licenses and Special Equipment. • Develop Standard Operating Procedure (SOP) for existing and any new or updated equipment. • Administer CDL Drug and Alcohol Testing Program for Fleet Services CDL employees. • Manage the Accident Investigation Program for all Fleet related accidents. Determine preventability, initiate post-accident CDL Drug and Alcohol Testing in accordance to the Department of Transportation (DMV) requirements. • Investigate accidents for liability, oversee remedial driver training on fleet equipment.

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
	• Represent DPW at Common Council Committee meetings such as Legislative and Judicial Committee for accident claims. • Coordinate with DPW Safety Division and administer Safety Blitzes for all departments. • Provide development and supervision of enhanced Pre-Trip Inspection Programs for DPW operators/drivers to ensure industry and department standards are being upheld, to protect the condition of the fleet and make sure equipment is safe to operate on the road. • Conduct and oversee spot check inspections of equipment and operators. • Oversee Fleet Pre-Trip Inspection Program. Initiate disciplinary actions for non-compliance. • Develop SOP and Forms to support and ensure industry and equipment specified preventative maintenance routine is conducted. • As a member of the Dispatch Unit, participate in the snow and ice control operation. • Take part in the on-call schedule to conduct rapid and accurate call-out of drivers and match assignments with trucks for emergency snow and ice control response. • Supervise the Dispatch Office staff to ensure responsiveness for call-out equipment, break-downs, and replacement equipment for dispensing salt.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10	• Coordinate specialty work and operators with correct equipment and train staff to meet the needs of the City including Forestry nursery tree harvesting, Demolition Crew, emergency projects and assignments etc. • Supervise and direct work of Driver Training Instructors' performance and personnel functions. • Coordinate driver and operator training, including snow plow training. • Other Duties or special assignments, as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Fleet Operations and Training Manager

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

All routine duties are performed with minimal supervision. Non-routine duties are performed as required by Division commitments, resulting in a coordinated effort between supervisors and managers.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 87

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)
2	Driver Training Instructor	a, b, c, d, e, f, g, h
58	Equipment Operator I, II, III	a, b, c, d, e, f, g, h
24	Special Equipment Operator II and III	a, b, c, d, e, f, g, h
3	Garage Custodian	a, b, c, d, e, f, g, h

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

i. Education and Experience:

Five years of operating or training on equipment or supervisory experience. Two years of experience with developing training materials is desirable. Must possess mechanical aptitude and expertise in

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operation of all types of equipment.

ii. Knowledge, Skills and Abilities:

Knowledge of types, uses and operation of various trucks and heavy equipment is required. Knowledge of current training methods and training program development. Strong organizational skills combined with good verbal and written communication skills are required. Proficient in the use of word-processing, spreadsheet, and database software. Ability to use the hardware and software tools utilized by the Fleet Services section to provide and monitor service delivery. Must have mechanical aptitude and understanding of new equipment maintenance and repair. Must remain calm under pressure and manage heavy burst of intense workloads to meet the needs of snow and ice control operation. Self-motivated approach to work is expected.

iii. Certifications, Licenses, Registrations:

Possession of a valid State of Wisconsin motor vehicle CDL license with endorsements as needed for all City-owned equipment is required within six months of appointment. Possession of a valid and current Asbestos Inspector license is required within six months of appointment.

iv. Other Requirements:

Must be willing and able to work beyond normal work schedule for extended periods of time including weekends and holidays to meet the needs of the Section, Division and Departments and for scheduled and emergency snow and ice control operations to meet the needs of the City. Must be ethical, fair and professional in conduct. Must lead by example as a training professional.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☒	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☒	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☒	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☒	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☒	Crouching: Bending the body downward and forward by bending leg and spine.
☒	Crawling: Moving about on hands and knees or hands and feet.
☒	Reaching: Extending Hand(s) and arm(s) in any direction.
☒	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☒	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☒	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.

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.

☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☐	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☒	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☐	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	Machine Operators, Mechanics, and Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☒	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 100%**

CHECK ALL THAT APPLY:

☐	None: The worker is substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☒	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☒	The worker is subject to outside environmental conditions: No effective protection from weather.
☒	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☒	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☒	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☒	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☒	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

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☒	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☒	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☒	The worker is required to wear a respirator, when needed.

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:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☒ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☒ Commercial vehicle	☒ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☒ PC software
☒ Hand tools (please list): Various hand tools required for light repair.	
☒ Office Machines (check all that apply): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☒ Other (please list): Crane, Forklift, Broderson shopcrane, air compressor	

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.)

The Fleet Training Supervisor is responsible for the Department's Driver Training Program, providing training for the majority of the City's 600 drivers and operators on nearly 50 different types of vehicles, trucks and other equipment. This position also coordinates and directs the City's Pre-Trip Inspection initiative for the good of the equipment and recommends appropriate training methods and evaluates training effectiveness of the employees. Experience with the operating practices and procedures of other City of Milwaukee Departments and agencies are necessary. The Fleet Training Supervisor must be professional in conduct and appearance, work alongside the Dispatch Office that is responsible for the daily assignments of 400+ Special Equipment Operators and Operations Driver Workers. These assignments are critical to the delivery of various internal and external fleet support. The Dispatch Office provides fueling services, breakdown assistance, and performs all fleet accident investigations as needed. The Dispatch Office also serves as the primary hub in support of DPW snow and ice control operations.

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



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.



LAMONT DOWNEY

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Safe Vehicle Operations
- Driver Safety Programs
- Safety Standards
- DOT Requirements
- Certification Training
- Account Growth
- Equipment Inspection
- Regulatory Compliance
- Investigation Support
- Workplace Safety
- Classroom Instruction
- Class A Commercial Driver's License
-

WORK HISTORY

Instructor/Commercial Driver Trainer | City Of Milwaukee - Milwaukee, WI
01/2015 - CURRENT

- Developed and implemented training materials and course updates.
- CDL Test Examiner responsible for ensuring the integrity of the licensing test for prospective CDL holders, in accordance with state and federal regulations.
- Conducted drug test screenings for employees.
- Train drivers how to drive, shift and back up trucks.
- Implemented new training initiatives such as interactive software and online programs, assuring continuous training to employees.
- Conduct accident investigations.

Fraud Specialist/Personal Banker | US BANK N.A - Milwaukee, WI
11/2008 - 07/2011

- Reviewed reports and individual transactions which appeared suspicious to uncover possible fraudulent activity.
- Analyzed large amounts of data to find patterns of fraud and anomalies.
- Contacted customers directly to notify of fraudulent activity and minimize impacts.
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Presented new and additional products and services to existing customers.
- Informed customers of procedures for applying for services such as ATM cards, direct deposit of checks and certificates of deposit.

Collateral Valuations Analyst | JPMorgan Chase - Milwaukee, WI
02/1999 - 12/2006

- Prepared all notices of default as per terms of deed of trust on mortgage.
- Gathered information regarding lien payoff amounts, tax data and credit standing.
- Review appraisal data with other sales and collateral data to determine significant differences in value.
- Analyzed foreclosure sale bids, judgments, reinstatements, and payoffs.
- Performed proper calculations and prepared payoff figures.
- Deciding whether Chase has sufficient equity to foreclose on properties.

EDUCATION

Riverside High School, Milwaukee, WI
High School Diploma

06/1992