



Department of Public Works
Infrastructure Services Division

Jerrel Kruschke, P.E.
Interim Commissioner of Public Works

Kevin J. Muhs, P.E., AICP
Office of the City Engineer

Timothy J. Thur, P.E.
Infrastructure Administration Manager

August 16, 2024

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

Dear Commissioners,

Request: Retroactive Temporary Appointment – Floyd Hunt

The Department of Public Works – Infrastructure Services is requesting to extend the temporary appointment for Floyd Hunt to the title of Electrical Services Laborer 1. This is the third extension request.


Floyd Hunt was hired on May 10, 2021 as a Custodial Worker II. On May 29, 2022, they transferred to DPW Infrastructure, Electrical Services, Street Lighting section as an E.S. Laborer. This position was recently reclassified to the title of Electrical Services Laborer 1.

The City Service Commission previously approved the temporary appointment from August 3, 2022 through February 17, 2024. A first extension was approved on February 20, 2024 from February 19, 2024 through August 3, 2024. The Department has submitted paperwork and is awaiting approval to post this position for a permanent hire to support the critical operational needs.

Therefore, the department respectfully requests permission to place Floyd Hunt in a retroactive temporary appointment from August 4, 2024 through December 7, 2024.

Thank you for your time and consideration. If you have any questions or concerns, please contact Karen Biernat, Human Resources Analyst, Sr., Infrastructure Services Division (x5677 kabier@milwaukee.gov).

Best Regards,

DocuSigned by:

F0166D12E4AF49A...

Tim Thur
Infrastructure Administration Manager

Cc: Tim Thur, Andrew Simons, Mark MacRae, and Neal Karweik



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-Infra Electrical Services	LAST NAME HUNT	FIRST NAME FLOYD	INITIAL
AUTHORIZED POSITION TITLE Electrical Services Laborer 1	PAY RANGE 8CN	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 checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 8.4.2024	ANTICIPATED EXPIRATION DATE 12.7.2024	T.A. RATE OF PAY 24.82
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 temporary appointment is needed to allow enough time for the department to post the position of an open recruitment and make a permanent hire. Our documents have been submitted for review and approval to post the position. The Electrical Services Laborer 1 supports critical operational needs.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: The department solicited volunteers for the assignment and received none. The assignment to the night shift was made based upon the employee with the lowest seniority at the time. Floyd Hunt stepped up and requested to remain in the assignment.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>	
Regular status as a City Laborer	One year of experience with Electrical Services.	CDL with A&B endorsements.	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Electrical Services	CURRENT POSITION TITLE: City Laborer	EMPLOYEE ID NUMBER: 034960
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 Mark MacRae	SIGNATURE 	TITLE Elect. Serv. Ops. Mgr.	DATE 8/17/24
APPROVING OFFICER Kevin J. Muhs	Signed by SIGNATURE 	TITLE City Engineer	DATE 8/15/2024
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 (last, first, middle)		DATE
HUNT, FLOYD		8.12.24
POSITION TITLE	PAY RANGE	RATE OF PAY
Electrical Services Laborer 1	8CN	24.82

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.

Floyd Hunt

Temporary Appointment Applicant Signature

08-07-24

Date Signed

Neal Karweik

Witness Name (Print)

[Signature]

Witness Signature

CITY OF MILWAUKEE ES1 NIGHT LABORER

Floyd Hunt.

PROFILE.

My goal is to obtain this position in the company for an opportunity for growth and advancement by utilizing my great experience.

EXPERIENCE

laborer

City of Milwaukee DPW,
Milwaukee,Wi.

from 2021 til still Working for the city

STERILE PROCESSOR

ADVOCATE AURORA WEST ALLIS HOSPITAL

West allis ,Wi.

From 2016 until 2021

Custodian Children Hospital of Wisconsin
from 2011 until 2016

EDUCATION.

**I OBTAINED MY HSED DIPLOMA FROM MILWAUKEE AREA TECHNICAL
COLLEGE**

SKILLS

- Obtained my Commercial driver's license in 04/21/23.
Obtained My sterile processing certificate in 2014

PHONE NUMBER: 414-248-9569

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: 7/17/2024	2. Present Incumbent:	Is incumbent underfilling position?		
3. Date Filled:	4. Previous Incumbent:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
		If YES, indicate Underfill Title in box 10.		
5. Department: Public Works		Bureau:	Unit: Electrical Services	
		Division: Infrastructure Services	Section: Transportation Operations	
6. Work Location: 1540 W. Canal Street		Telephone:	Work Schedule: 1 st 7-3:30t, 2 nd 3-11pm &	
		Email:	3 rd 11pm-7am Shifts [24/7]	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Electrical Services Laborer 1		Pay Range	Job Code
			8CN	
	Underfill Title (if applicable):			
Requested Title (if applicable):				EEO Code
Recommended Title (DER Use Only):		Approved by:		
		Date:		

11. BASIC FUNCTION OF POSITION:

The Electrical Services Laborer 1 position requires a demonstrated in-depth understanding of materials, processes, and procedures within the Electrical Services unit. Responsibilities include installing and maintaining street lighting, traffic signals, signage, communications, and pavement markings. This role entails working extended shifts, weekends, evenings, and holidays, and performing duties in all weather conditions, often in confined spaces using aerial equipment.

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
95%	<ul style="list-style-type: none"> Install concrete, wood, steel, and aluminum poles for street lighting and traffic signals. Install and maintain pavement markings. Install underground conduits, vaults, and associated wiring for street lighting and traffic signals. Operate pneumatic tools and uses air compressors; air hammers, tampers, and concrete saws. Drive and operate truck-mounted air compressors. Change lamps and clean optical assemblies. Perform group replacements of street lighting. Load trucks with needed material, supplies, and tools. Use a variety of hand and digging tools. Must adhere to all OSHA rules and regulations associated with this position.
5%	<ul style="list-style-type: none"> Perform other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Electrical Services Manager

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

Employees receive detailed direction regarding work assignments, often including specific methodologies. Typically, they work under the direct supervision of a crew leader but may be required to work independently on occasion. Those in the role of Electrical Service Laborer 1 are expected to assist in the training and overseeing City Laborers but have no direct authority over them.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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	Extent of Supervision Exercised (Select those that apply from list above, a - h)

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

i. Education and Experience:

Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position within the Department of Public Works. One (1) year of experience performing duties related to the essential functions of the position.

ii. Knowledge, Skills and Abilities:

Knowledge

- Knowledge of material, methods, tools and proper tool use related to installation and maintenance of street lighting, traffic signals, signage, communications, and pavement markings.
- Knowledge of the physical requirements and ability to successfully perform them.

Skills

- Adaptability to withstand prolonged exposure to variable and extreme weather conditions, including rain, wind, excessive heat, intense cold and snow.
- Skill and ability to cooperatively and effectively work with fellow employees and the public whose backgrounds may differ from one’s own.
- Skill and ability to work effectively in a team environment and/or independently.
- Competence in working in confined spaces.

Ability

- Ability to understand and follow verbal and written instructions.
- Ability to perform basic mathematic calculation in order to accurately determine material quantities, measure lengths and place equipment used in electrical installation and work activities.
- Ability to exercise care and good judgement regarding safety at all times.
- Ability to be situational aware of surroundings while performing duties.
- Ability to hear over loud equipment when operating machinery.
- Ability to perform manual laborer tasks, operate compressors and various pneumatic and hand tools while adhering to all OSHA rules and regulations, as well as all DPW work rules, policies, and procedures.

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.

- Willingness to participate in and successfully complete job-related training and other related safety courses.
- Commitment to honesty and integrity to safeguard all departmental property.

iii. Certifications, Licenses, Registrations:

- Valid Wisconsin driver's license at time of appointment and throughout employment.
- Valid Commercial Driver's License (CDL) Class B&C without air brake restrictions at time of application and throughout employment.
- Good driving record at time of application and throughout employment.

G. Other Requirements:

- Must be willing to work extended shifts, weekends, evenings, and holidays.

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.

H. 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"/>	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.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).
-------------------------------------	--

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

CHECK ONE:

<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 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 checked="" 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.

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

CHECK ONE:

<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 checked="" 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 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.

K. 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:

<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 checked="" 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 type="checkbox"/>	The worker is required to wear a respirator.

L. 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

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.

functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" 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>): See job description	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

M. 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.

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

DocuSigned by:



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.