



Department of Public Works
Infrastructure Services Division

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

Kevin J. Muhs, P.E., AICP
City Engineer

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

December 26, 2023

City Service Commission
Department of Employee Relations
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Dear Board of City Service Commissioners

Request: Third Extension of Temporary Appointment – Arrion Dixon

Dear City Service Commission,

The Department of Public Works, Infrastructure Services Division, is requesting approval to extend the temporary appointment for Arrion Dixon to Electrical Worker. The division has been working diligently to fill vacancies within the Electrical Services Section. This extension is necessary to ensure the delivery of services to the City and its residents while we proceed with the hiring process.

Mr. Dixon was hired in July of 2016 as a Police Aide and then served as a Milwaukee Police Officer until May of 2019. He was rehired as a City Laborer in May of 2022. His temporary appointment as an Electrical Worker began on October 16, 2022 with an expiration date of January 16, 2023. His first extension was from January 16, 2023 to July 16, 2023. His second extension went from July 16, 2023 and set to expire on January 21, 2024. The department is requesting a third extension from January 21, 2024 to April 27, 2024.

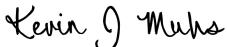
We are requesting this third extension in order to continue the hiring process and make permanent offers of employment. Mr. Dixon has experience working in the community for the City of Milwaukee which has been beneficial in carrying out his duties.

If you have any questions, please contact Karen Biernat at (414) 286-5677 or kabier@milwaukee.gov.

Thank you for your consideration.

Kind Regards,

DocuSigned by:



07BC33DE57444A2...

Kevin Muhs
City Engineer

Cc: Tim Thur, Andrew Simons, Mark MacRae, Neal Karweik, Rollin Bertran

**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-Infrastructure	LAST NAME Dixon	FIRST NAME Arrion	INITIAL
AUTHORIZED POSITION TITLE Electrical Worker	PAY RANGE 7GN	F&P COMMITTEE APPROVAL DATE 5.4.23	REQUISITION # 9481
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 1.21.24	ANTICIPATED EXPIRATION DATE 4.27.24	T.A. RATE OF PAY 2629.73
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: The Temp. Appointment is needed to address existing Electrical Worker vacancies while the recruitment and hiring process will yield permanent hires.			
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: Management asked for volunteers and Mr. Dixon volunteered for the temp. appt.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Attended MATC and WCTC	WORK EXPERIENCE: Previous experience as a police officer and city laborer.	OTHER REQUIREMENTS (i.e. LICENSES): Driver's License and CDL	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW - Infrastructure	CURRENT POSITION TITLE: City Laborer	EMPLOYEE ID NUMBER: 027120
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER <i>Mark Muhs</i>	SIGNATURE 	TITLE <i>85 Ops Mgr</i>	DATE <i>12/21/23</i>
APPROVING OFFICER Kevin Muhs	SIGNATURE 	TITLE City Engineer	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE	
Dixon, Arriion	12.26.23	
POSITION TITLE	PAY RANGE	RATE OF PAY
Electrical Worker	7GN	2629.73

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

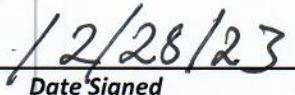
I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

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

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

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


Temporary Appointment Applicant Signature


Date Signed


Witness Name (Print)


Witness Signature

ARRION DIXON



OBJECTIVE

Seeking a full-time permanent position with that has room for growth and advancement.

SKILLS AND EXPERIENCE

*Completed 6months Milwaukee Police Academy
State certificated Police Officer*

EMPLOYMENT

05/2022-Present City of Milwaukee Milwaukee, WI

City Labor

- Labor for DPW

12/29/2020-6/21/2021 Wauwatosa Police Wauwatosa, WI

Police Officer

- Patrol City of Wauwatosa

7/2019-Present Office of the Sheriff Milwaukee, WI

Correctional Officer-Sheriff

- Enforce rules and keep order in the Milwaukee County Jail
- Supervise the inmates

07/2018 to 05/2019 Milwaukee Police Department Milwaukee, WI

Milwaukee Police Officer

- General patrol of Milwaukee's 7th district
- Daily duties of a Police Officer

07/2016 to 07/2018 City of Milwaukee Milwaukee, WI

Milwaukee Police Aide

- Clerical work and duties of NCIC

EDUCATION AND CERTIFICATES

Wauwatosa West High School Wauwatosa, WI

Milwaukee Area Technical College

Fox Valley Technical College

Preparatory Law Enforcement Officer Training Transcript (720-Hour)

Emergency Traffic Control and Scene Management Guidelines Responder Course

NHTSA Block Drugs that Impair Driving

NHTSA SWI Detection and Standardized Field Sobriety Testing Course

Police Aide Training Class

JOB DESCRIPTION

FOR DER USE
ONLY

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

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

1. Date Prepared/ Revised:	2. Present Incumbent:		Is incumbent underfilling position?		
6/30/2022			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>If YES, indicate Underfill Title in box 10.</i>		
3. Date Filled:	4. Previous Incumbent:				
5. Department: Dept. of Public Works		Bureau: Division: Infrastructure Svc Div	Unit: Section:		
6. Work Location: 1540 W Canal		Telephone: Email:	Work Schedule: Hours: 7:am-3:30pm / Days: M-F		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: If in District Council 48, which local? None		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
10. Official Title: Electrical Worker Underfill Title (if applicable):		Pay Range		Job Code	EEO Code
		7FN		1533	
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

The Electrical Worker position assigned to the Electrical Services Unit, Transportation Operations Section assists the Municipal Services Electrician in their duties to install, repair and maintain City electrical systems, networks, and equipment serving the City agencies and the Public. Electrical Workers are expected to perform the majority of the tasks assigned to Municipal Services Electricians, but are not allowed to work on live circuits. NOTE: Electrical Workers must be available for 24-hour call-in for emergency overtime work, and must be willing to work under all types of weather conditions. Weekend and evening shift work may be assigned.

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
60	<ul style="list-style-type: none"> Assist the Municipal Services Electrician with the installation, repair, and maintenance of overhead wires, cables, transformers, traffic signal heads, lighting luminaries, copper communication cable, fiber optic cable and associated electrical equipment. Assist an Electrical Mechanic with the installation, repair, and maintenance of underground cables, transformers, conduit, and manholes. Assist an Electrical Mechanic with the fabrication and installation of traffic signals, traffic controllers, street lighting trans closures and communication facilities.
10	<ul style="list-style-type: none"> Operate specialty equipment such as digger derrick (pole rig) or directional boring machine, rodding machine, cable pullers and any other associated equipment or as directed by Electrical Mechanic.
10	<ul style="list-style-type: none"> Replace lamps in street lights and traffic lights (group and individual), splicing cables.
10	<ul style="list-style-type: none"> Locate City's underground electrical and water facilities.
5	<ul style="list-style-type: none"> Perform maintenance and regular duties in connection with the City's street lighting and traffic control systems on regularly assigned night shifts, weekend shifts, or holiday shifts.
5	<ul style="list-style-type: none"> Perform other related duties as required.

B. PERIPHERAL DUTIES:

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	PERIPHERAL DUTY
5	<ul style="list-style-type: none">• Assorted laboring and/or equipment operator work.
	<ul style="list-style-type: none">•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Electrical Services Manager (May be assigned to any manager holding that title.)

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

Electrical Workers are under the direct supervision and direction of a Municipal Services Electrician. They may also be directed by Electrical Services dispatchers. Must be able to work independently at times without close supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 2-3.

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:

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

i. Education and Experience:

Current status and a minimum of three months experience as a regularly appointed City of Milwaukee employee OR individual on layoff or on a City reinstatement list AND previously worked at the City for a period of one year or more. Knowledge of basic electricity (e.g., wiring, circuits, conductance, resistance, etc.) AND successful completion (a grade of "C" or above) in at least one course in basic electricity approved by the hiring division, during the first year of employment as an Electrical Worker. Failure to successfully complete this requirement may result in termination during probation.

- **Color Coding and Abilities**
- Ability to recognize all colors in color-coded wiring systems (must not be color-blind)
- Ability to accurately perform basic mathematic functions.
- Ability to communicate effectively, both verbally and in writing.

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.

- Knowledge of tools and proper tool use.
- Knowledge of safe work practices.
- Ability and willingness to work at heights of up to 100 feet and in confined spaces; climb up and down ladders, etc.; and lift, move or transfer equipment or materials weighting up to 100 pounds.
- Ability to understand moderately complex reading material, schematic prints and instructions.
- Health and stamina necessary to perform certain outside duties under extreme weather conditions.

ii. **Certifications/Licenses/Registrations:**

Valid driver's license at time of appointment and throughout employment and a valid Commercial Driver's License (CDL) A, B or C. Covering general, air, brakes and combination sections within six (6) months of appointment and throughout employment thereafter.

iii. **Other Requirements:**

High school diploma or GED (high school equivalency) desired.

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:

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

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.

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

CHECK ONE:

<input checked="" 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 checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" 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.

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

CHECK ONE:

<input checked="" 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 checked="" type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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: 95%**

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.

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.)

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.

CHECK ALL THAT APPLY:

<input checked="" 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 checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): General electrical hand tools, power tools such as drills and reciprocating saws.	
<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>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The position assists with nearly every task essential to the operations of Electrical Services. They act as a second set of hands for electricians, and also assist in coordination, execution, and documentation of work on field crews. Electrical Workers are one of the most critical positions in the department after Municipal Service Electricians.

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.