



April 26, 2023

Milwaukee Police Department

Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Jeffrey B. Norman
Chief of Police

(414) 933-4444

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR MUNICIPAL SERVICES ELECTRICIAN RECRUITMENT/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of Municipal Services Electrician as soon as administratively possible. The Municipal Services Electrician position is a civilian position assigned to the Facilities Services Division. Under the general supervision of the Police Department's Assistant Facilities Manager, this position is responsible for inspecting, troubleshooting, maintaining, repairing, constructing and installing all electrical equipment and systems for the Milwaukee Police Department.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea D. Whitten at (414) 935-7683.

Sincerely,

A handwritten signature in black ink, appearing to read 'JBN', with a large, stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:sw
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

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

1. Date Prepared/ Revised: 01/31/2023		2. Present Incumbent:		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Police			Bureau: Administration Division: Facilities		Unit: Electrical Section: Maintenance
6. Work Location: Police Admin Building			Telephone: Email:		Work Schedule: Hours: 7:30AM- 3:30PM Days: Monday- Friday
7. Represented by a Union? Yes <input type="checkbox"/> No <input type="checkbox"/>		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: Municipal Services Electrician			Pay Range	Job Code
	Underfill Title (if applicable):			7SN	
	Requested Title (if applicable):				EEO Code
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Assistant Facilities Manager, the incumbent of this position has immediate responsibility for inspecting, troubleshooting, maintaining, repairing, constructing and installing all electrical equipment and systems for the Milwaukee Police Department.

Employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

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"> ▪ Maintains, repairs, and services lighting and low voltage circuits, motors, and related equipment. ▪ Performs routine maintenance, repair and service work: locates and replaces blown fuses, lamps, ballasts, and starters; checks starters and motor brushes; locates short circuits and grounds in low power lighting and power circuits and equipment; repairs and replaces defective cables, outlets, plugs, regulators, starters, switches, wires, etc. Checks operation of replaced equipment and wiring to assure proper function. Adjusts and regulates controls and devises to obtain satisfactory operation. Works on extension or installation projects. ▪ Performs monthly tests on department generators and documents these tests to provide proof to other divisions in department/ outside agencies. ▪ Services circuits and lines carrying various voltages, alternating and direct current electricity. Services lighting circuits, machine controls, portable electric tools, etc.

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

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> ▪ Installs, checks, cleans, and make repairs to motors, contractors, controls, bearings, brushes, etc. ▪ Checks and tests circuits and lines before power is turned on to verify accuracy on installation, repair or service. Reads and records data from instruments setup to measure voltage drop, power loss, and other conditions. ▪ Works from general plans, wiring diagrams, drawings, manufacturer's specifications, sketches, verbal and written directions or instructions, checking with engineer and supervisor to determine installation, material, and staffing requirements of large and major projects. ▪ Plans project details, determines methods and procedures to follow, assigns tasks to assisting personnel, and assures completion of project to specifications within scheduled time. Lays out lines from power source to sub-stations and secondary distribution panels, balances loads on circuits, computes wire sizes required to carry current and maintain voltage to point of use. Lays out locations of junctions, panels, secondary distribution points, switches, transformers, bends, outlet boxes, motors, etc. Runs circuits and lines for shortest possible and practical distance from source to point of use. Plans sequence of operations, in accordance with standard practice or specific directions, to complete assigned project. Takes measurements, makes and dimensions sketches to provide basis for calculating materials and supplies required, indicating most practical location for installation of various appliances and units, source of available power supply, loads on circuits, and other similar details for addition and alteration to, and extension of, existing lines. ▪ Uses materials and supplies of proper capacity, size and type suited to current, load, resistance, and voltage requirements. Maintains a high degree of accuracy in making calculations, selecting materials and wiring circuits to meet specifications. ▪ Sets up and operates machines to bend, cut and thread conduit and pipe for lines. Selects equipment and tools to make installations and repairs; maintains and services equipment. Sets feeds and speeds on machine to cut and thread conduit and pipe according to kind and size of material. Bends conduit and pipe by hand, using dies, fixtures, and rollers to suit materials. Maintains fractional tolerance in cutting conduit and pipe, assembling lines, locating apparatus; levels, plumbs and squares units by eye. Makes connections, pulls wire and ground units to prevent short circuits, power failure, and other electrical defects ▪ Prepares terminals and wires to make connections. Drills holes in ceiling, floors, machine frames, panels columns, walls of various compositions to provide opening for lines, and to fasten outlet boxes, conduit, panels, switches, and other items. Installs expanders of various types in ceiling, floors, and walls of brick concrete and tile, to fasten bolts and screws. Levels, plumbs, and squares units for neat appearance. Assembles fittings to make, long continuous lines of conduit, etc. Assembles panels, switch boxes, and control boards of various types prior to attachment to structures. ▪ Makes major installations under direction of engineer and supervisor. Performs maintenance, repair, and service work with only occasional supervisor check, but subject to complaints from areas where services are not satisfactory. ▪ Checks installation, repairs, and existing system to detect grounds, short circuits, determines polarity, and other features to assure satisfactory transmission of electrical energy and operation of equipment. Installs instruments to make surveys, to check power loss, voltage drop and other similar difficulties and problems. Locates causes of breakdown or power failure, replaces defective equipment or material, restores service to avoid production delays and losses. ▪ Installs, services and repairs motors from fractional horse-power to 2250 horsepower, transformers up to 10,000 KVA and associated equipment for voltages up to 26,400 volts. ▪ Installs and repairs underground and overhead wiring and duct system between floors, buildings and other facilities. ▪ Installs, services, and repairs electronic loop detectors, photo-cell controls, carbon monoxide detectors, door operators, boiler controls, lighting systems, air condition controls, fire alarm annunciator, wireless alarm systems, electrical systems including under-carpet tape system in buildings. ▪ Installs, services, and repairs electrical high voltage (480 volts to 26,400 volts) substations in buildings, garages, and parking structures. ▪ Installs and repairs underground and overhead wiring and duct system between floors, buildings and other facilities. ▪ Installs, services, and repairs electronic loop detectors, photo-cell controls, carbon monoxide detectors, door operators, boiler controls, lighting systems, air condition controls, fire alarm annunciator, wireless alarm systems, electrical systems including under-carpet tape system in buildings. ▪ Installs, services, and repairs electrical high voltage (480 volts to 26,400 volts) substations in buildings, garages, and parking structures. ▪ Documents material and labor costs associated with work orders and projects. ▪ Maintains work place in neat, orderly, and safe condition. Cleans equipment, machines and tools after use. Returns equipment and tools to prescribed storage. Lubricates equipment and machines as necessary.
5%	<ul style="list-style-type: none"> ▪ Performs other related duties as assigned.

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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Terry SCHEMEHORN, Assistant Facilities Manager

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

Under the general supervision of the Assistant Facilities Manager, who outlines job responsibilities, assigns and oversees workflow, evaluates job performance, and is available for consultation on problems that arise. Works with a high degree of independence when performing work. Acting in best interest of the department when making decisions.

E. SUPERVISION EXERCISED:

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

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

G. 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; (b) outline methods; (c) direct work in process; (d) check or inspect completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisals; (h) take disciplinary action or effectively recommend such.

When operations require, serves as a crew leader to HVAC techs, maintenance mechanics, Custodial Workers II, and MPD Laborers when assisting the incumbent on the tasks.

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)

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

Education and Experience:

Journey level electrician, or six years of equivalent experience or completion of the City of Milwaukee's Electrical Mechanic Apprenticeship, or Completion of the City of Milwaukee's Electrical Mechanic Training Program in the Special Services Division.

High school diploma or have passed a high school equivalency or GED test is desirable.

i. Knowledge, Skills and Abilities

- Strong customer service orientation.
- Knowledge, skills, and abilities necessary to perform the duties of an electrician in maintaining, repairing, installing, constructing and inspecting electrical equipment and systems in building and grounds.
- Broad knowledge of fundamentals of electricity and operation of electrical equipment, and code requirements for installation and wiring.

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- Knowledge of the principles of electrical characteristics, working properties and materials in the electrical field.
- Knowledge of care and operation of hand, portable and powered equipment, electrical testing equipment, machines, tools and other electrical related equipment.
- Ability to read and interpret blueprints, plans, specifications and electrical diagrams.
- Demonstrated knowledge in advanced shop mathematics.
- Ability to work from complicated wiring diagrams, schematic drawings, handbook formulas.
- Ability to work independently and direct the work of others.
- Knowledge of and commitment to safe work procedures.

ii. Certifications, Licenses, Registrations:
Masters License Required

iii. Other Requirements:

- Communication Skills: effectively communicate ideas and information both in written and oral form.
- Reading Ability: effectively read and understand information contained in procedure manuals, reports, etc.
 - Time Management: set priorities in order to meet assignment deadlines.
 - Problem Solving: develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
 - Planning and Organizing: establish systematic methods of accomplishing goals.
 - Analytical Ability: identify problems and opportunities; review possible alternative courses of action before selection; utilize available information resources in decision making.
 - Creative Decision Making: effectively evaluates or makes independent decisions based upon experience, knowledge or training, with minimal supervision.
 - Mathematical Ability: calculate basic arithmetic problems, addition, subtraction, multiplication and division without the aid of a calculator.

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:

X	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.
X	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.
X	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.
X	Kneeling: Bending legs at knee to come to a rest on knee or knees.
X	Crouching: Bending the body downward and forward by bending leg and spine.
X	Crawling: Moving about on hands and knees or hands and feet.
X	Reaching: Extending Hand(s) and arm(s) in any direction.
X	Standing: Particularly for sustained periods of time.
X	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
X	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.
X	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

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X	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.
X	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
X	Grasping: Applying pressure to an object with fingers and palm.
X	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
X	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.
X	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.
X	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
X	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.)

- Usually standing, walking, stooping, twisting, bending, reaching overhead and in front of body, simultaneously using hand, wrist and fingers.
- Frequently kneeling, crouching, squatting, and using power tools
- Sometimes sitting, crawling, climbing step stools to 3' or ladders to 30', climbing stairs.
- Usually lifting items weighing up to 20 pounds and frequently up to 50 pounds. Maximum weight lifted to hip height, shoulder height or above shoulders: 50 pounds. Maximum weight lifted and carried without assistance: 50 pounds.
- Usually pushing/pulling items weighing up to 20 pounds and frequently up to 50 pounds. Maximum weight pushed/pulled without wheels or assistance: 50 pounds.
- Usually talking and hearing ordinary conversation in person or by phone in both quiet and noisy environments.
- Usual need for near vision at 20 inches or less: (i.e.: reading, writing)
- Frequent need for far vision at 20 inches or more (i.e.: driving)
- Frequent need for travel to libraries within the system and to other sites. Valid Wisconsin driver's license.

CHECK ALL THAT APPLY:

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.
X	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:

X	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).
X	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.)

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X	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: 95%**

Inside and outside work environments.

May be required to work in excess of 40 hours/week; on call for emergencies 24 hours per a day

Frequently dusty conditions and need to work in confined spaces; continually in contact with possible electrical hazards.

May be subject to hazardous toxic materials, glare/improper illumination, equipment vibrations, loud noise.

Occasionally subject to sudden temperature changes

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).
X	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.)
X	The worker is subject to outside environmental conditions: No effective protection from weather.
X	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
X	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
X	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.
X	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
X	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.
X	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.
X	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
X	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.)

Power tools, electrical testing equipment, hand tools, ladders, lifts, equipment van, city car, safety equipment as required including safety shoes. Computer terminal and peripheral equipment; telephones, pager, photocopier, calculator, fax machine.

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment <input checked="" type="checkbox"/> Cleaning supplies <input checked="" type="checkbox"/> Commercial vehicle <input type="checkbox"/> Data processing equipment <input checked="" type="checkbox"/> Handcart <input checked="" type="checkbox"/> Hand tools (please list): <input type="checkbox"/> Office Machines (check all that apply): X Copier X Facsimile X Calculator <input type="checkbox"/> Cash register <input type="checkbox"/> Other (please list):	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.) <input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.) <input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.) <input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.) <input type="checkbox"/> PC software
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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.)

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

Merio J Pipia

Police Facilities Manager

Signature of Department Head or Designated Representative

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