



**Department of Public Works  
Operations Division- Fleet Services**

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

**Danielle A. Rodriguez, M.B.A.**  
Director of Operations

**Brian White**  
Fleet Services Manager

August 28th, 2025

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

RE: Request to Extend Temporary Appointment – Fuentes, Jose

Dear City Service Commissioners:

DPW Operations Division respectfully requests a six-month temporary appointment to the position of Fleet Repairs Manager for Mr. Jose Fuentes. The original temporary appointment began on June 9, 2025 and ended on September 13th, 2025. In anticipation of its expiration, I respectfully request that the temporary appointment be extended six months from September 14th, 2025 - March 7th, 2026.

Mr. Fuentes is currently a Fleet Repairs Supervisor-Senior in Fleet. He was selected for the Temporary Fleet Repair Manager position as he is a trusted employee. Jose has worked for the City of Milwaukee for over six years. Jose was originally hired as a city laborer, but after gaining Lead Welder experience for two years with Master Halco he was hired as a Welder in Fleet Services, later serving as the Fleet Repairs Supervisor for 3 years and his current role as the Fleet Repairs Supervisor Senior, a title he has held for a year and a half. Fleet Services utilizes the Temporary Fleet Repair Manager position to maintain critically important repair services. This position ensures efficient and smooth operation that maintains and services the citywide fleet of vehicles. This position plays a critical role in snow and ice control operations.

This temporary appointment will fill a temporary vacancy due to the incumbent who is serving in a temporary appointment. This is the first extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Brian White, Fleet Services Manager (x2459 [Brian.White3@milwaukee.gov](mailto:Brian.White3@milwaukee.gov)) or Makisha Porter, Operations Human Resources Administrator (x3255 or [mmporte@milwaukee.gov](mailto:mmporte@milwaukee.gov)).

Sincerely,

Danielle Rodriguez, M.B.A.  
Director of Operations

DAR:kod  
cc: Brian White



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



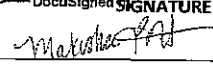

R. 07.08.19

## 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](mailto:DERCERTIFICATION@MILWAUKEE.GOV)

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations/Fleet Services	LAST NAME Fuentes Zazueta	FIRST NAME Jose	INITIAL R
AUTHORIZED POSITION TITLE Fleet Repair Manager	PAY RANGE 1HX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A
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 9/14/2025	ANTICIPATED EXPIRATION DATE 03/07/2026	T.A. RATE OF PAY 4058.67
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:  Position is a high-level Supervisor that over sees front line employees and repairs at our fleet repair facility. This position became available because the incumbent is serving in a temporary appointment.			
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:  Jose has worked for the City of Milwaukee for over six years. Jose was originally hired as a city laborer, but after gaining Lead Welder experience for two years with Master Halco he was hired as a Welder in Fleet Services, later serving as the Fleet Repairs Supervisor for 3 years and his current role as the Fleet Repairs Supervisor Senior, a title hes held for a year and a half. He is a trusted employee and a great fit for this appointment.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Has extensive in-house training in supervising staff and Fleet equipment. Jose is extremely proficient in using our EAM software (AssetWorks) He Attended in 2022		WORK EXPERIENCE: Includes Supervising a weld shop, current Supervisor over light side vehicle repairs. worked as our Fleet welder/ Fabricator, was the Interim Fleet Repairs Manager for six months.	
OTHER REQUIREMENTS (i.e. LICENSES) CDL - Class B with Air Brake Endorsement			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW-Operations/Fleet Services	CURRENT POSITION TITLE: Fleet Repair Supervisor	EMPLOYEE ID NUMBER: 025868
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 Makisha Porter	SIGNATURE 		TITLE Human Resource Administrator
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 		TITLE Director of Operations
DATE 8/28/2025			
DATE 8/28/2025			
DER REVIEW COMPLETED BY:			
SIGNATURE		TITLE	
DATE		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
Jose Fuentes-Zazueta		9/7/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Fleet Repairs Manager	1IX	4058.67

**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.

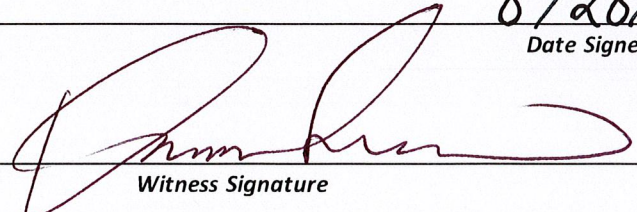
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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

8/28/25  
Date Signed

Daniel Lewand  
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 except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b>	<b>2. Present Incumbent:</b>	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b>	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Public Works, Dept. of		<b>Bureau:</b> OPERATIONS <b>Division:</b> FLEET SERVICES	<b>Unit:</b> FLEET SERVICES <b>Section:</b> REPAIRS	
<b>6. Work Location:</b> 2142 W. CANAL ST.		<b>Telephone:</b> 286-2720 <b>Email:</b>	<b>Work Schedule:</b> Hours: Variable / Days: Mon-Fri	
<b>7. Represented by a Union?</b> NO	<b>8. Bargaining Unit:</b> Management, General City If in District Council 48, chose a Local: None		<b>9. FLSA Status:</b> EXEMPT	
<b>10. Official Title:</b> Fleet Repairs Manager	<b>Pay Range</b> 1IX	<b>Job Code</b>	<b>EEO Code</b> 102	
<b>Underfill Title (if applicable):</b>				
<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>	Approved by: _____ Date: _____			

## 11. BASIC FUNCTION OF POSITION:

Manage, direct, evaluate, and oversee the operational efficiency of the Fleet Repairs Unit of Fleet Services Section. This includes, but is not limited to: creating, implementing, and monitoring workload, methods and processes to meet the needs of the multiple operations that rely on fleet equipment to initiate and complete their work. Develop, analyze and monitor quantitative and qualitative metrics to measure performance; setting long-term goals, establishing benchmarks, implementing and managing process change; and other activities and duties as required to ensure the highest level of service delivery to customers.

## 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
30%	<ul style="list-style-type: none"> <li>Manage and direct the work of the Fleet Repairs within the Fleet Services Section. Direct workflow, balance shop capacity, and coordinate repair activities across two shifts at five separate locations to efficiently schedule and manage the overall repairs workload to meet the regular and seasonal fleet requirements of City operations. Oversee best management practices. Ensure all locations are properly equipped, and shop facilities comply with applicable safety and environmental policies. Develop and implement repair tasks, failure codes, repair reasons, symptoms and work accomplished codes. Oversee comprehensive preventive maintenance program including class creation, schedules, checklist tasks, benchmarking, compliance measurement and improvement to keep up with industry standards while maintaining the health of the fleet. Equipment set-up, retirement and disposal processes. Manage and coordinate seasonal equipment preparation and planning. Evaluate equipment condition and life cycle status and authorize repair or designate replacement/retirement.</li> </ul>
25%	<ul style="list-style-type: none"> <li>Manage the overall parts, tires and supply inventory operations to ensure best management practices are utilized for the appropriate level of stock, material handling and controls are in place and monitored to meet the needs of repairs. Oversee the parts inventory to ensure parts are on hand or ordered utilizing the most economical methods. Ensure processes are in place and practiced for detailed recordkeeping and reconciliation of parts ordered, received, stored. Ensure invoices are processed timely and accurately. Approve service orders, establish appropriate stock levels at all locations.</li> </ul>
15%	<ul style="list-style-type: none"> <li>Provide direct supervision of Fleet Repair Supervisors Sr. and Fleet Inventory Manager. Provide direction and outline methods, goals and expectations for the Repairs Unit. Provide day to day personnel management</li> </ul>

% of Time	ESSENTIAL FUNCTION
	including; performance reviews and career ladder indicators; coaching and discipline; hiring and orientation of new employees; and other personnel matters under the direction of the Fleet Services Manager. As part of the snow and ice control management team report and respond as scheduled and called upon to meet the needs of the department in executing the critical mission for the City of Milwaukee. Ensure Repairs staff is responsive and in place to maintain the Fleet needs for all snow and ice control operations. Effectively communicate with the Dispatch staff on equipment available and progress of repairs to meet minimum operations requirements.
15%	<ul style="list-style-type: none"> <li>Complete administration of the AssetWorks Fleet Focus and Fuel Focus fleet and fuel management system and database for tracking all vehicles, equipment, parts and repair activity and fuel. Ensure that vehicle records are set up correctly, set and audit repair codes, parts descriptions and task codes, and other associated entries into the Fleet Focus system. Set up user rights, login conditions, and passwords. Create tracking codes for special projects, such as snow, ice, wind, and rain events and disaster recovery, recalls, and equipment modifications. Coordinate with ITMD to implement upgrades, changes and improvements to the system. Trouble-shoot and resolve all system problems. Manage all fuel system components including 26 control stations for 117 pumps at 19 different fueling sites for most City departments, over 2,000 vehicles, and the City's two retail compressed natural gas (CNG) locations.</li> </ul>
10%	<ul style="list-style-type: none"> <li>Design, create and maintain routine and customized reports to measure equipment operation costs, utilization, and efficiency. Monitor budget expenditures. Completes regular reporting and reconciliation related to repair activities, stockroom inventory, parts disbursement and emergency parts orders. Establishes equipment rates, shop labor rates, parts markup rates and completes periodic interdepartmental billing and tax rebate reports. Oversees vendor service contracts. Participates in the administration of the vehicle replacement program including developing and recommending depreciation and replacement schedules based on age, condition, useful life expectancy, and intended use. Provides replacement recommendations and operating cost analysis for capital budget development, internal customers, external departments, and open records requests on an as-needed basis to the Fleet Services Manager. Complete management and administration of all vehicle and equipment rentals.</li> </ul>
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**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

LONNIE FISCHER, FLEET SERVICES MANAGER

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

This position receives policy and procedural direction from the Fleet Services Manager, and is expected to carry out work assignments and report progress to the Manager.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **4 Directly and 99 indirectly.**

**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)
3	Fleet Repair Supervisor, Senior	a,b,c,d,e,f,g,h
1	Equipment Inventory Manager	a,b,c,d,e,f,g,h
6	Fleet Repair Supervisor	a,b,f,h
76	Vehicle Service Technicians	a,b,f,h
10	Various Fleet Stockroom Personnel	a,b,f,h
6	Tire Shop Personnel	a,b,f,h
3	Fleet Service Writer/Office Assistants	a,b,f,h

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

i. Education and Experience:

Bachelor's Degree in Business, Public Administration, Project Management or related fields is desirable with five years repair and maintenance of a municipal fleet or a combination of education and experience in repairs, maintenance of a large varied fleet.

ii. Knowledge, Skills and Abilities:

In the performance of the above duties, the Fleet Repairs Manager must possess a thorough and broad knowledge of automotive, mechanical, electrical, and hydraulic maintenance and repair processes, and business practices. Requires strong judgment and management skills. Ability to lead a diverse group of employees and other division personnel towards shared goals. Must be self-directed, collaborative and a strong motivator of others. Must be able to manage multiple priorities and be decisive to manage the varied and critical needs of the user of the fleet. Must have the ability to express ideas clearly and concisely, both verbally and in writing. Must work well as a member of the management team and able to work harmoniously and effectively with management, staff, peers, customers, and vendors. Strong analytical skills and ability to evaluate established systems, processes, procedures or methods and develop and implement effective and efficient operational improvements.

iii. Certifications, Licenses, Registrations:

Possession of a valid State of Wisconsin motor vehicle CDL license, with air brake endorsement.

iv. Other Requirements:

ASE Master Automotive and Medium/Heavy Truck Certification is desirable. Must be willing and able work snow and ice control operations and respond and report for other types of after business hour emergency operations and work extended hours, weekends, and holidays as needed to meet the needs of the operation. Must be ethical and professional in conduct.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 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 type="checkbox"/>	<b>Climbing:</b> 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 type="checkbox"/>	<b>Balancing:</b> 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 type="checkbox"/>	<b>Stooping:</b> 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 type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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 type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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 type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> 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:**

<input type="checkbox"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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 type="checkbox"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b>
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	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 type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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: 10%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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:**

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input 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 type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools ( <b>please list</b> ):	
<input checked="" type="checkbox"/> Office Machines ( <b>check all that apply</b> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <b>please list</b> ):	

**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.)

This critical position within the Operations Division-Fleet Services Section coordinates the timely fleet equipment repair and maintenance and requires above and beyond normal business hours to meet the needs of the Department and City including snow and ice control duties. This position directs the daily activities of management and the City's highly trained and experienced repair staff workers at all levels of expertise, to provide a safe and effective fleet of specialized vehicles and equipment for the delivery of City services during routine and emergency

operations. A primary focus of this position requires the ability to recognize existing systems, assess their effectiveness and efficiency, design, implement and control improvement. Change management and an ability to think critically and develop creative solutions are needed for the successful execution of essential job functions. This position requires mechanical aptitude and understanding as well as a high level of professionalism to lead by example. Must be able to work long hours, weekend and holidays during snow and ice control operations and other emergencies as necessary to facilitate the fleet needs of the City of Milwaukee.

- L. I believe that the statements made above in describing this job are complete and accurate:**

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written in a cursive style.

---

*Signature of Department Head or Designated Representative*

## Jose Fuentes



Summary: Dedicated Fleet Repair Supervisor Sr. with a track record of overseeing vehicle maintenance operations, collaborating with vendors, and ensuring efficient workflow. Adept at managing staff, maintaining records, and implementing preventive maintenance programs. Skilled in technical diagnostics and equipment repair. Strong leadership, communication, and problem-solving abilities.

### Work Experience:

#### **Fleet Repair Supervisor SR.** [City of Milwaukee DPW Fleet Services January 2024 - Present](#)

- Oversee the Fleet Repair supervisor on day to day operations, to make sure he is complying with the standard operating procedures we have in place.
- Provide guidance to the repair's supervisor on HR-related matters.
- Oversee operations of the repairs team to ensure prompt and efficient repairs.
- Supervise the vendor bidding process for vehicle accident repairs.
- Serve as the liaison to city departments for high-level inquiries and coordinating these requests.
- Lead staffing during snow emergencies, to ensure rapid response of technicians.
- Oversee the retirement / dismantle process for city equipment.

#### **Fleet Repair Supervisor** [City of Milwaukee DPW Fleet Services March 2021 – January 2024](#)

- Lead a team of technicians and support staff to ensure a smooth workflow and timely repairs.
- Collaborate with vendors to outsource specific repairs, optimizing and reducing vehicle downtime.
- Facilitate repairs for vehicle accidents directly with vendors using a fair bidding system.
- Manage employee timesheets to ensure accurate payroll processing.
- Provide HR-related guidance to employees on policies.
- Act as the primary point of contact for city departments, addressing inquiries and coordinating repairs of their light equipment vehicles.
- Coordinate and staff repair garages with technicians to support snow emergencies, ensuring quick response and efficient repairs.

#### **Interim Fleet Repair Manager** [City of Milwaukee DPW Fleet Services September 2021 - March 2022](#)

- Oversaw fuel usage, fuel orders, and invoice payments, maintaining up-to-date records.

- Created reports for repair expenses, fuel charges, and maintenance to identify trends and budget accommodations.
- Administered Fuel Focus system and acted as the system administrator for Assetworks (fleet management software).
- Implemented an updated user portal for technicians to track daily time charges and parts requests.
- Hosted and facilitated classes for technicians and supervisors alongside an Assetworks representative.

#### **Fleet Services Welder** [City of Milwaukee DPW Fleet Services August 2019 - March 2021](#)

- Repaired and maintained City-owned equipment using various fabrication, welding, diagnostic, and part replacement procedures.
- Diagnosed and repaired structural parts as needed.
- Fabricated obsolete parts to meet repair staff needs.
- Maintained and repaired plows and other snow and ice control equipment for Snow and Ice Control Operations.

#### **Lead Welder Master Halco** [December 2016 - August 2019](#)

- Oversaw the total shop operation of fabricating commercial and residential gates.
- Managed project materials, inventory control, and quality control.
- Supervised up to three employees, coordinating their duties during the day.

#### **City Laborer** [City of Milwaukee DPW October May 2015 - February 2016](#)

- Fabricated a variety of heavy equipment, including fuel tanks, trailers, generator mufflers, and enclosures.
- Created wiring harnesses and performed wiring for brake components and lighting accessories.

#### **Fabricator Global Power Components** [October 2013 - May 2015 and February 2016 - November 2016](#)

- Fabricated a variety of heavy equipment, including fuel tanks, trailers, generator mufflers, and enclosures.
- Created wiring harnesses and performed wiring for brake components and lighting accessories.

#### [Certifications:](#)

- Current Commercial Driver's License, Class B with Air Brake endorsement

#### [Education:](#)

- 2005-2009: Wisconsin Career Academy – High School Diploma