

Milwaukee Water Works

December 3, 2021

Makda Fessahaye
Employee Relations Director
Department of Employee Relations
City Hall Room 706

Subject: Extended of Temporary Appointment to Water Distribution Manager - Garczynski

Dear Ms. Fessahaye:

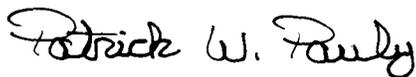
The Milwaukee Water Works (MWW) requests a six-month extension of the temporary appointment of Timothy Garczynski to the position of Water Distribution Manager through **June 25th, 2022**.

<u>ORIGINAL APPOINTMENT</u>	<u>ORIGINAL APPOINTMENT EXPIRED</u>	<u>EXTENSION GRANTED THRU</u>
1/1/2021	12/31/2021	6/25/2022

Mr. Garczynski is currently the Water Distribution Operations Manager, which is the second in command of the Water Works Distribution Section. Since late 2020, Mr. Garczynski has assumed many of the duties of the Water Distribution Manager due to the long-term intermittent leave of the incumbent. This intermittent leave is anticipated to extend into mid-2022. The Water Works has received approval from the Budget Office to utilize the auxiliary resource program (ARP) for this temporary appointment.

Thank you for your consideration. If you have any questions, please contact me at x-2802 or Patrick.Pauly@milwaukee.gov or Amy E. Hefter, Water Works Personnel Officer, at 286-2805 or ahefte@milwaukee.gov.

Sincerely,



Patrick W. Pauly, P.E.
Water Works Administration Manager

PWP:ah



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



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/MWW	LAST NAME GARCZYNSKI	FIRST NAME TIMOTHY	INITIAL
AUTHORIZED POSITION TITLE WATER DISTRIBUTION MANAGER 11X	PAY RANGE	F&P APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, REFERRAL #	
REASON FOR TEMPORARY APPOINTMENT <input checked="" type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 1/1/2022	ANTICIPATED EXPIRATION DATE 6/25/2022	T.A. RATE OF PAY \$3,692.04 biwk
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: This extension of appointment is necessary due to a long term, intermittent, absence of the incumbent Water Distribution Manager			
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: This individual is currently the Water Distribution Operations Manager, which is the position directly below the Water Distribution Manager in the section hierarchy. Mr Garczynski assumed the Distribution Manager duties during the intermittent absences.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Bachelor of Science in Business Administration, UW Platteville 2013; Master of Science in Organizational Change, UW Platteville 2015; Public Works University 2011; WI Certified Public Manager 2015	WORK EXPERIENCE: Distribution Operations Manager 2015 to present; Distribution Construction Manager 2013 to 2015; Water Meter Project Manager 2010-2013; Meter Reader Supervisor 2008 to 2010	OTHER REQUIREMENTS (i.e. licenses) Certified Manager of Quality, ASQ 2016; Senior Certified Professional, Society for Human Resource Management 2016	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURENT DEPARTMENT: DPW/WATER/DISTRIBUTION	CURRENT POSITION TITLE: WATER DISTRIBUTION OPERATIONS MANAG	EMPLOYEE ID NUMBER: 016706
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED 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 EXTENTION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER PATRICK PAULY	SIGNATURE 	TITLE ADMINISTRATION MANAGER	DATE 12-3-21
APPROVING OFFICER KAREN DETTMER	SIGNATURE 	TITLE SUPERINTENDENT	DATE 12/3/2021
THIS SECTION FOR DER REVIEW			

DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

15-0-00
1/1/00

John Smith
1/1/00



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
Garczynski, Tim		2/17/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Distribution Manager	1IX	\$3,692.04 Bi-weekly

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

12/3/21
Date Signed

Witness Name (Print)

Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service	Finance
Commission:	Committee:
Fire & Police	Common
Commission:	Council:

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

1. Date Prepared/ Revised: 1/14/19	2. Present Incumbent: David Goldapp	Is incumbent underfilling position?	
3. Date Filled:	4. Previous Incumbent: Laura Daniels	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Public Works		Bureau:	Unit: Administration
		Division: Water Works	Section: Distribution
6. Work Location: 3850 N. 35 th St		Telephone:	Work Schedule:
		Email:	Hours: 7:30am-4:30pm
			Days: Monday-Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Water Distribution Manager		Pay Range	Job Code
		1IX	
	Underfill Title (if applicable):		EEO Code
Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by: _____	
		Date: _____	

BASIC FUNCTION OF POSITION

The Water Distribution Manager provides leadership for the entire distribution section for the purpose of providing a well-maintained piping system for the transmission of quality, sufficient water to our customers and for fire protection. The Manager provides planning, personnel administration, budgeting, inventory management, and coordination of Distribution Districts and Inventory operations activities for continuous improvement and consistent applications of new and existing standards, policies and procedures.

11. 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
25	<ul style="list-style-type: none"> Manage the activities of the Distribution section. This is a round the clock, 7 days a week, 365 days a year operation that responds to emergencies as well as conducts routine and preventive maintenance activities. Review workloads and work activities for the best utilization of employees, management and equipment. Ensure that standardized repair and work procedures are implemented and maintained. Review documentation of work activities for accuracy and constancy.
25	<ul style="list-style-type: none"> Implement, revise and administer personnel policies and procedures for the management, field crew employees and support employees for consistent, current and

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
	<p>fair application of City of Milwaukee, DPW and Distribution specific policies. Conduct hiring of new employees, administers discipline as necessary and facilitate favorable occurrence commendations and other recognition programs as appropriate. Manage various policies such as personnel transfers, vacation policies, call out procedures and scheduling produces. Approve for implementation all personnel schedules for winter workload activities and rotating shift personnel to ensure adequate staffing at all times. Review and monitor payroll status for injury, sick, FMLA and all other leaves to ensure accurate reporting and administration.</p>
10	<ul style="list-style-type: none"> Research work methods and new technologies, equipment and tools for improved work practices. Maintain current knowledge of EPA, DNR, OSHA and other federal, state and local rules and regulations for timely and accurate implementation of related requirements and documentation to ensure proper compliance.
10	<ul style="list-style-type: none"> Work to provide a learning environment for all employees. Provide educational opportunities, conduct orientation programs for new and/or promoted employees, conduct performance appraisals, and conduct monthly staff meetings for sharing of information and obtain constructive feedback. Meet with all employees periodically to provide communication forums to answer questions, share information and receive suggestions.
10	<ul style="list-style-type: none"> Collaborate with other manager and supervisors within the Milwaukee Water Works and DPW for the purpose of coordinating feeder main shut offs, developing and implementing water quality initiatives, providing communication regarding water main relay project procedures construction practices, large valve replacements, and coordinating paving activities and other possible circumstances.
5	<ul style="list-style-type: none"> Respond to customers, elected officials, outside agencies, contractors and other division and department's questions and concerns in a responsive and professional manner. Initiate quick resolutions as appropriate to the situation. Review operations and procedures that affect customers and the public to ensure that efficient, professional and pleasing service is maintained.
5	<ul style="list-style-type: none"> Encourage constructive union/management relations. Communicate effectively with union and management to discuss issues and concerns and develop and execute union/management agreements.
5	<ul style="list-style-type: none"> Plan, prepare, monitor and control the section's annual operating and maintenance budget to optimize services, labor, and equipment. Coordinate with the Division of Buildings and Fleet for the purchase, replacement, and maintenance of Distribution's construction fleet. Participate in the Capital Budget development for section projects and infrastructure improvement.
5	<ul style="list-style-type: none"> Respond as necessary to water main emergencies by monitoring field activities and staff. Prepare in advance for additional services such as water main break repair contractors, field inspectors, additional equipment and services from other DPW Divisions and outside sources. Implement additional services as appropriate. Respond to after hour calls and report to site as needed to manage emergency operations and provide detailed and accurate communications to the Milwaukee Water Works Superintendent.

A. 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	ESSENTIAL FUNCTION
	•

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Superintendent and Administration and Projects Manager

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

Policy direction, project assignment, and goal setting.

D. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 144

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 <i>(Select those that apply from list above, a - h)</i>
1	Water Distribution Operations Manager	a,b,c,d,e,f,g,h
3	Water Distribution Construction Manager	a,b,c,d,e,f,g,h
1	Water Distribution Scheduling Manager	a,b,c,d,e,f,g,h
12	Water Field Supervisor	a,b,c,d,e,f,g,h
		a,b,c,d,e,f,g,h

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

- i. Education and Experience
Bachelor of Science Degree and at least three years of field construction, distribution repair, or underground utility management experience; or Associate Degree in Engineering, Water Technologies, or management and five years of experience in water distribution system repair, maintenance and construction; or at least a Certificate in Public Works Administration, or Public Works supervision and at least six years of management experience in water distribution repair or utility construction.
- ii. Knowledge, Skills and Abilities
Must have working knowledge of MWW construction practices and specifications, plans reading and interpretation. Must understand underground utility installations. Must have working knowledge of equipment, tools and materials used in water distribution systems. Requires knowledge of state and federal regulations regarding water distribution repair and maintenance requirements, as well as employee and public safety regulations. Must be able to communicate effectively and possess good technical and general writing skills.
- iii. Certifications, Licenses, Registrations
State of Wisconsin Department of Natural Resources Distribution Operators License D-1 and valid Wisconsin driver's license required at time of appointment and maintained continuously throughout employment.
- iv. Other Requirements
Must be able to work outdoors in all types of weather conditions. Must be able to respond by phone or onsite for after-hours emergencies as needed.

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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: (Double-click on box, click "checked", OK)

<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).

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

CHECK ONE: (Double-click on box, click "checked", OK)

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

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<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 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: (Double-click on box, click "checked", OK)

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

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: 20 %

CHECK ALL THAT APPLY: (Double-click on box, click "checked", OK)

<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 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 type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input 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 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 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.)

CHECK ALL THAT APPLY: (Double-click on box, click "checked", OK)

<input 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 type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input 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 checked="" type="checkbox"/>	Hand tools (please list): Computer repair tools		
<input checked="" type="checkbox"/>	Office Machines (check all that apply): <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 (please list): two-way radios, plat books, chlorinators		

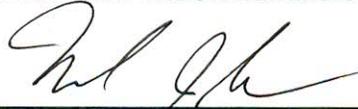
L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people,

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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.)

Is subject to emergency call-out and routine emergency on call rotation availability and response. Requires ability to lead, encourage teamwork and provide good coaching skills. Must be able to communicate effectively and diplomatically with staff, other divisions, outside agencies, the general public, elected officials, etc. Must respond to emergency situations calmly, be decisive, and demonstrate problem solving skills. Must respond to and manage multiple and frequently changing priorities. Requires a high degree of mechanical aptitude. Requires ability to accurately assess field conditions and adapt accordingly. Must be professional in conduct and appearance and have high ethical standards.

M. I BELIEVE THAT THE STATEMENTS MADE ABOVE IN DESCRIBING THIS JOB ARE COMPLETE AND ACCURATE.



1-18-19

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.

Timothy Garczynski

2020-Present

University of Wisconsin

Madison, WI

Adjunct Instructor

Teach classes in my assigned subject areas, working with students who are taking classes to improve their knowledge and career skills. Develop an instructional plan for the courses that I teach, ensuring that it meets university and department standards. Develop or modify the curriculum for the assigned program involving a series of classes. Assess students' progress by grading assignments, papers, exams, and other coursework.

Have responsibility for the following courses:

- Organizational Performance Measurement
- Productivity & Quality Improvement
- Productivity Tools
- Benchmarking

2004 – Present

City of Milwaukee

Milwaukee, WI

Water Distribution Operations Manager (2015 – Present)

Manage and direct the day to day operations of the Distribution section to meet the goals and objectives of the section. Responsible for the development of O&M Budget and the fiscal management of the section as well as direct input to the capital budget. Champion the quality improvement program for the section, developing and leading new quality improvement projects. Provide leadership and guidance for the training, onboarding, and corrective personnel actions as needed to manage the culture of the section. Have direct responsibility for all human resource functions of the section.

- Championed innovative changes to the operations of the section which had significant positive impacts on the budgetary requirements of the section.
- Provided leadership and guidance to ensure that section meets the operating budget expenditure targets to meet the expenditure restraint exceptions of sound financial management.
- Provided leadership and guidance to implement a quality improvement program for the management training system in the section.
- Provided leadership and guidance for the development and implementation of a new section employee training program as a result of a quality improvement project.
- Championed a quality improvement project using statistical analysis which drastically cut the repair costs for water main breaks.
- Provided leadership and guidance to implement a new paperless work order system.
- Championed a quality improvement project for the feeder main program. This project resulted in drastically reduced downtime to the critical feeder main system and also eliminated all water quality issues.
- Championed the implementation of standard operating procedures for all operations of the section.
- Provide leadership and guidance for the ongoing analysis of section operations for tactical and strategic opportunities for quality improvement projects.

Water Distribution Construction Manager (2013 – 2015)

Provided leadership for a team of approximately 14 Milwaukee Water Works employees in addition to multiple local contractors across the service area to deliver all programs on-time, within budget, and with the highest quality. Responsibilities include full financial and resource management for assigned programs. The programs included are Management Training and Development, Quality Improvement, Mains Replacement, and HR Functions within the group.

- Provided leadership and guidance to implement Management development program in 2014.
- Provided organizational development consulting to senior section management to facilitate quality improvements 2013-2015.

- Championed the creative reorganization of construction operations, increasing the labor flexibility while reducing the major incident rate.
- Provided leadership and guidance to the team that delivered Zoo interchange reconstruction operations under budget, without incident, and without delays.
- Provided leadership and direction implement an interagency quality improvement program for water main construction operations.
- Provided leadership and development of new employee training and recruitment programs.

Water Meter Project Manager (2010-2013)

Responsibilities included complete business management, resource management, service delivery management, quality improvement, and HR functions; this included developing and executing to plan, a budget to facilitate the delivery of department and section financial goals with high quality and high customer satisfaction for service delivery.

- Managed development of an organizationally diverse work group.
 - Ranked as the most diverse work group in the Milwaukee Water Works.
 - Successfully implemented an organizational development program that increased production by 150 percent.
 - Effectively managed, organized, and developed a team to create a new sense of quality improvement.
- Provided leadership and direction in the development of a new water meter replacement program.
 - Lead a team to develop new guidelines to optimize the staffing levels to accommodate implementation of new customer accounting programs.
 - Developed and implemented new employee development and recruitment programs. This led to a significant increase in successful completion of the probationary period by new to the city hires.
 - Lead the development and management of the project budget.

Meter Reader Supervisor (2008-2010)

Responsibilities included management of a team of 11 Meter Reading Specialist and Administrative Specialists, as well as managing various project teams. Manage the development of the meter reading proprietary software programs for the effective management of 164,000 customer accounts.

- Lead a team to develop redundancy to the critical software systems effectively.
- Lead cross-application teams as a Program Manager, to implement a quality improvement program into the meter reading operation.
 - Increasing meter reading productivity by over 20%.
 - Decreased the meter reading failure rate by 7%.
- Lead a multi-department team to implement a new hydrant permit program. This new program increased the permits issued from 40 per year to over 800.
- Developed and implemented standards for the functional and technical evaluation of the meter reading system.

Public Works Inspector II (2004-2008)

Responsibilities included inspecting the construction of the sewer, water and paving projects. Responsible for the all materials and labor meet established standards. Interpret plans and act as the city's representative at the construction site.

- Lead the construction of \$26 million streetscape project. The city had never attempted this type of project.

