



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Dept. of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

June 16, 2025

Board of City Service Commissioners
c/o Department of Employee Relations
VIA EMAIL (DERCSC@milwaukee.gov)

RE: Request to Extend Temporary Appointment – Miguel Herrera
Water Field Supervisor

Dear City Service Commissioners:

Milwaukee Water Works (MWW) respectfully requests an extension of the temporary appointment of Miguel Herrera to the position of Water Field Supervisor.

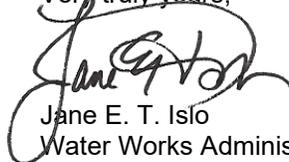
Mr. Herrera was temporarily appointed to the position on December 22, 2024, with the appointment currently set to expire on June 21, 2025. If granted, this would be a second extension, retroactive to the current expiration date.

The temporary appointment was originally requested to complement the full-time supervisory staff in the Meter Services work unit during winter operations, when there is an increase in frozen water service lines and burst water meters due to the cold weather. The department then requested the first extension when an incumbent in the title began an extended injury leave. The incumbent does not yet have a projected return to work date, so a further extension to this temporary appointment will provide continued assistance during the absence.

As such, MWW requests a 90-day extension of Mr. Herrera's temporary appointment, which would result in a new expiration date of September 27, 2025.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or jeislo@milwaukee.gov.

Very truly yours,



Jane E. T. Islo
Water Works Administration Manager

Attachments

- Notice of Temporary Appointment
- Temporary Appointee Statement of Understanding
- Current Job Description – Water Field Supervisor
- Resume of Miguel Herrera



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



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

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

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
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:			
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:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) No 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	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

APPLICANT NAME (last, first, middle)		DATE
Herrera, Miguel A.		05/29/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Field Supervisor	1FX	\$2,882.74 BW

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

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

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

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

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

Temporary Appointment Applicant Signature	Date Signed
Witness Name (Print)	Witness Signature

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: 12/05/2024		2. Present Incumbent: Standard		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of			Bureau:		Unit: Meter Services
			Division: Water Works		Section: Business
6. Work Location: 2919 W. Cameron Ave.			Telephone:		Work Schedule:
			Email:		Hours: 8:00am – 4:30pm or 7:30 am – 4:00 pm (when dispatching) Days: Monday – Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Water Field Supervisor			Pay Range	Job Code
				1FX	4389
	Underfill Title (if applicable):				
Requested Title (if applicable):					EEO Code
Recommended Title (DER Use Only):			Approved by:		
			Date:		

11. BASIC FUNCTION OF POSITION:

This position schedules, dispatches and supervises field personnel to ensure safe, efficient and productive meter exchanges, testing, reading and programming, and manages the use of tools, equipment and vehicles to ensure proper conditions, maintenance, repairs and safety. The position must enforce City of Milwaukee, Department of Public Works (DPW) and Milwaukee Water Works (MWW) policies, work rules and standard operating procedures, and provide knowledge and guidance to on-call personnel performing after-hours emergency repairs. This work involves interactions with customers, contractors, the public and city officials, and serves as a liaison for safety matters and hardware and software issues.

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
40	<ul style="list-style-type: none"> Direct the work activities of the Meter Services field staff to expedite meter exchanges, testing, reading and programming in the cities of Milwaukee, Greenfield, St. Francis and the Villages of Hales Corners and West Milwaukee. Promote a high level of productivity by directing and coaching crew members in standard operating procedures, specifications, and proper tools and equipment. Monitor proper installation methods. Ensure compliance with Wisconsin Department of Natural Resources (WI-DNR) regulations for residential properties with regard to cross connection control. Provide guidance to field staff regarding unusual situations and circumstances. Communicate with the Water Meter Services Manager regarding the status and specifics of jobs, as needed, for scheduling and coordination purposes.
15	<ul style="list-style-type: none"> Supervise the testing and repair of meters in the meter shop and building maintenance activities. Prioritize and schedule all activities to be effective and efficient. Assign and adjust work to meet the billing schedule and remain in compliance with Public Service Commission (PSC) rules for meter reading, testing and record retention. Oversee the permits for temporary hydrant use and ensure compliance with metering and backflow prevention requirements.
10	<ul style="list-style-type: none"> Document and report activities of both field and shop activities, analyzing productivity and maintaining records of meter testing, installation and replacement.

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
15	<ul style="list-style-type: none"> Provide daily direct supervision to employees assigned to ensure compliance with MWW work rules, DPW safety rules and regulations and MWW rules and regulations for water service. Perform roll call, ensuring employees are on time and ready to work. Check and approve employee time, investigating inconsistencies and monitoring overtime. Investigate employee injuries and vehicle accidents and take immediate action to prevent further injury or damages. Coordinate long-term corrective actions with Safety Specialist or Water Meter Services Manager. Participate in the Safety Committee meetings and training, as needed. Provide on-the-job training to employees as needed throughout the course of daily interactions.
10	<ul style="list-style-type: none"> Respond to customer concerns regarding water service interruptions, property damage, high bills, etc. Conduct field investigations of damage and coordinate the MWW response and data collection in cooperation with the Water Claims Specialist. Investigate certain situations such as exchanges that cannot be completed due to plumbing conditions, significantly high usage, etc., to identify possible resolutions. Meet and communicate with property owners and contractors regarding issues involving code compliance and requests for variance. Locate water branches, water services and curb stops using ArcGIS and plat pages. Provide on-call supervision throughout the year and respond to emergencies both within and outside of regular business hours, as needed.
5	<ul style="list-style-type: none"> Conduct vehicle inspections, as needed. Coordinate DOT drug and alcohol testing appointments, as needed. Research tools and equipment. Manage field use of portable electronic devices.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Serve as designated contact for field staff in the absence of the Water Meter Services Manager and perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Meter 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 works under administrative supervision. The Water Meter Services Manager sets the overall objectives and resources available. The manager and this position, in consultation, develop deadlines, projects and work to be done. The position plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on their own initiative. The position keeps the manager informed of progress, potentially controversial matters or far-reaching implications.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **45 employees:4 supervisors**

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)
6	Water Meter Technician Lead	a,b,c,d,e,h
7	Water Meter Investigator	a,b,c,d,e,h
22	Water Meter Technician	a,b,c,d,e,h
10	Water Meter Technician – Auxiliary	a,b,c,d,e,h

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

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.

i. Education and Experience:

- Three (3) years' experience in water meter maintenance and repair.

ii. Knowledge, Skills and Abilities:

- Knowledge of mechanics and mechanical aptitude
- Knowledge of underground work methods and related safety practices.
- Knowledge of basic construction safety regulations.
- Knowledge of standard office applications, including word processing, spreadsheet, database management and presentation programs.
- Critical decision-making skills.
- Interpersonal and customer service skills to be able to establish and maintain good relationships with elected officials, City staff and citizens.
- Ability to learn ArcGIS, enQuesta and other systems.
- Ability to learn and apply MWW Rules and Regulations.
- Ability to analyze problems and determine and apply solutions, even in emergency situations.
- Written and verbal communication skills, including the ability to write clear instructions and documentation.
- Ability to follow written and verbal instructions.
- Ability to work and drive in adverse weather conditions and navigate the streets of the MWW service area.
- Ability to supervise and train field crews, including the ability to plan, schedule, assign and monitor the progress of work.
- Ability to meet deadlines and complete assignments and projects on time.
- Ability to multi-task and manage multiple priorities.
- Ability to work cooperatively and effectively with co-workers and citizens whose backgrounds differ from one's own.
- Ability to climb ladders and steps, and enter tight spaces.
- Ability to respond to after-hours calls and respond onsite at all hours, if needed.
- Ability to wear safety equipment.
- Honesty and integrity.

iii. Certifications, Licenses, Registrations:

- Valid Wisconsin driver's license at time of appointment and continuously throughout employment.
- State of Wisconsin Department of Natural Resources Distribution Operations License D-1 within three (3) months of appointment and continuously throughout employment.

iv. Other Requirements:

- Knowledge of water hydraulics and plumbing is highly desirable.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input checked="" type="checkbox"/>	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:

<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 checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input 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:

<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 type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input checked="" type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.

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<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.
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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: 80%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

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 type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools (please list): Wrenches		
<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): Locating wands and various leak locating equipment. Confined space monitors.		

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

- Ability to work holidays and weekends, as on-call duty requires.
- Ability to report to work as needed to provide equipment, tools, or assistance to field personnel during after-hour call-ins.
- Ability to be professional in conduct and appearance.

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



Signature of Department Head or Designated Representative

12/05/2024

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.

Miguel Herrera

OBJECTIVE

Motivated team player looking to obtain a position as an Auxiliary Supervisor with Milwaukee Water Works

SKILLS AND ABILITIES

- Plumbing repairs, assemblies, and proper operation and use of plumbing repair hand and power tools.
- Knowledge of water distribution system and water treatment process.
- Completed training regarding confined space, lockout/tag out, chemical hazardous materials, and personal protective equipment.
- Perform visual and physical checks of pumps, motors, and monitoring instrumentation.
- Execute diagnosis or troubleshooting water meter test bench.
- Operate large valves and other instruments to maintain operations.
- Perform minor preventative maintenance and routine meter shop upkeep
- Accurate record keeping
- Microsoft Office Applications
- Mechanically inclined
- Able to perform work assignments in a safe manner
- Able to explain technical information to customers and co-workers
- Interpersonal skills; Active listening, teamwork, leadership

WORK HISTORY

City of Milwaukee-Milwaukee, WI

May 2024-Present

Water Meter Technician Lead

- Perform Water Meter Technician's duties (see below)
- Provide training and guidance to new meter technicians
- Address after-hours calls regarding water meter issues and coordinate necessary repairs
- Maintain accurate records of meter reading, repairs, and service calls
- Ensure that all meter installations and repairs adhere to safety standards and company procedures

City of Milwaukee-Milwaukee, WI

July 2018-May 2024

Water Meter Technician

- Perform water meter exchanges, installations and repairs of meters
- Resolve low water pressure, no water, water tampering and meter leak issues
- Assemble, program and verify the operation of electronic components of the automated meter reading system
- Perform water turn on and off
- Install, remove, test and repair compound, turbine, mag and fire service meters including 2" inches in size

- Knowledge of safety principles and practices
- Ability to perform mathematical calculations
- Ability to complete required forms clearly, accurately, and completely
- Interpersonal and customer service skills
- Customer service skills; ability to represent the Milwaukee water works positively and to interact with customers, in a tactful and professional matter

City of Milwaukee-Milwaukee, WI

March 2020-June 2020

Water Repair Worker (Temporary)

Assisted in the following:

- Repair and replace lateral services
- Investigate water leaks onsite to control and limit loss property damages
- Respond to customer requests related to low water pressure, no water, leaking meters
- Conduct flushing and blow outs of valves and service access boxes as necessary
- Operate various hydrants throughout the City of Milwaukee
- Conduct emergency water leak repair on water mains
- Operate drill rings to drill through street pavement
- Use probing rods to accurately locate leaks
- Operate hydrant gut wrench, nozzle wrench, and other tools
- Conduct hydrant replacements
- Report operational defects of hydrants

Marcus Hotels and Resorts Pfister Hotel, Milwaukee, WI

February 2000 – Present

Food and Beverage

EDUCATION

Food And Beverage Certificate

Milwaukee Area Technical College-Milwaukee, WI

Fundamentals of Supervision and Management

2024

Gale Course - Milwaukee Public Library

Leadership Course

2024

Course with EAP Coordinator - City of Milwaukee

References

Available upon request.

NOTICE OF TEMPORARY APPOINTMENT INSTRUCTIONS FOR SUPERVISORS/MANAGERS

Rule IX, Section 2 of the Rules of the City Service Commission allows a temporary appointment when services are to be rendered of a temporary character and for a limited period, or during the leave of absence of an employee who is expected to return to service.

The conditions under which a temporary appointment may be made include:

- A requirement that the Appointing Officer is required to inform DER of the duration of the temporary appointment along with the rate of compensation, the authority for employing such temporary service, and other conditions of employment.
- When the temporary appointment is made of an individual from an eligible list the assurance that the individual will retain certification rights for permanent appointment as though no temporary appointment had been made.
- The limitation of a 90 day period for temporary appointments and the Commission's discretion to authorize temporary appointments for longer periods.
- The understanding that temporary appointments do not confer upon the appointee any privilege of regular appointment, promotion, transfer or reinstatement to any position in the service.
 - A current regularly appointed City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status.
- The understanding that the person receiving the temporary appointment meets the minimum requirements established for the position and the rate of pay is determined by the appropriate provisions of the Salary Ordinance.
- The availability of a position authority to make the temporary appointment.

Procedure

The CSC Rule requires the appointing officer to inform DER of the temporary appointment. The NOTICE OF TEMPORARY APPOINTMENT form is to be completed and signed by the appointing authority and sent to DER in advance of making the temporary appointment, when possible - or no later than the close of the pay period in which the temporary appointment has been made. DER will determine if a temporary appointment is appropriate under the Rule.

The following documents must be attached to the NOTICE OF TEMPORARY APPOINTMENT form.

- A copy of the CURRENT JOB DESCRIPTION for the position that is being filled on a temporary basis
- A copy of the RESUME AND/OR EMPLOYMENT APPLICATION of the candidate selected for the temporary appointment
- A copy of the signed TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Filling a Temporary Appointment

Prior to making a temporary appointment, the hiring authority must confirm that:

- The department has authority to fill a vacant position OR has authority to utilize an auxiliary position
- The department has a business need to fill the job on a temporary basis
- The individual selected to fill the temporary appointment meets the minimum requirements of the job

Selecting Individuals to Fill a Temporary Appointment

The hiring authority, having the authority to fill a position, may select one of the persons on the eligible list who could have been certified for regular appointment. When it is not practicable to make such a temporary appointment from the eligible list, the employment of a non-eligible may be made, provided the individual selected meets the minimum requirements for the position.

An individual who has been seasonally laid off may be selected to fill a position on a temporary appointment provided the individual meets the minimum requirements for the position.

Temporary Appointment Employee Rights

A temporary appointment does not provide the individual with any privilege of regular appointment, promotion, transfer or reinstatement rights to any position in the service. An individual who has been selected from an eligible list to fill a position on a temporary appointment will remain on the eligible list and retain all rights to certification for permanent appointment according to the Rules.

An individual selected to fill a position on a temporary appointment who is a current City of Milwaukee employee will maintain his/her rights.

Expiration of Temporary Appointments

Temporary appointments are limited to a period of 90 days. The Commission may authorize temporary appointments of longer periods. If an extension to a temporary appointment has not been approved by the Commission, the temporary appointment must be expired.

Requesting an Extension of a Temporary Appointment

When the hiring authority determines a business need to extend the temporary appointment beyond the initial 90 day period, a request may be made to the City Service Commission. Generally extensions are considered for periods not exceeding three months. To request an extension the hiring authority should submit a written request including information about the nature of the work, the reason why a temporary appointment is necessary, the original date of temporary appointment, and the anticipated end date of the temporary appointment. The request will be reviewed by DER and then placed on the agenda for the next CSC meeting. The hiring authority will be notified of the meeting date and should plan to attend the meeting and be prepared to respond to any questions the Commissioners may have regarding the temporary appointment and need for extension.

Questions? Contact your department's Human Resources Officer or the Department of Employee Relations at 414.286.3751.