

Milwaukee Water Works

January 10, 2022

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

Subject: Extended Temporary Appointment to Auxiliary Water Field Supervisor - Rzepkowski

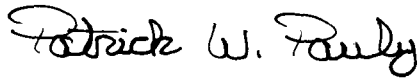
Dear Ms. Fessahaye:

The Milwaukee Water Works (MWW) requests an extension of temporary appointment to the position of Water Field Supervisor-Auxiliary for Mr. Jason Rzepkowski. Mr. Rzepkowski was temporarily appointed to the position on November 1, 2021. The 90-day appointment will expire on January 29. MWW requests a 3-month extension of the temporary appointment, which will result in an end date April 30, 2022.

Mr. Rzepkowski's is a Water Chief Repair Worker in the Distribution Section. He was selected for the Auxiliary Field Supervisor position through an internal interview process. The Distribution Section utilizes the Auxiliary Field Supervisor position to maintain operations throughout the cold weather season.

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:aeh



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



NOTICE OF TEMPORARY APPOINTMENT

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09.04.

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. If there is a question as to whether the individual selected for temporary appointment meets the minimum requirements, please contact DER prior to making the temporary appointment.

DEPT/DIVISION DPW/WATER WORKS		DATE 10/28/21	
NOTICE OF TEMPORARY APPOINTMENT FOR			
AUTHORIZED POSITION TITLE Water Field Supervisor (AUX)		PAY RANGE 1BX	F&P COMMITTEE APPROVAL DATE (Enter 'N/A' if F&P approval not required) N/A
WILL THIS POSITION BE UNDERFILLED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	IF YES - UNDERFILL TITLE		PAY RANGE
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period		EFFECTIVE DATE 1.30.2022	ANTICIPATED EXPIRATION DATE 4/30/22
PLEASE DESCRIBE THE MINIMUM QUALIFICATIONS FOR THE TITLE AT WHICH THIS POSITION WILL BE FILLED AND ATTACH A COPY OF THE CURRENT JOB DESCRIPTION			
TRAINING AND EDUCATION: HIGH SCHOOL DIPLOMA OR EQUIVALENT	WORK EXPERIENCE: At least two years of experience as a Water Distribution Repair Worker I, or five years of underground utility construction experience and operation of large dump truck, trailer, backhoe and other construction equipment.	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.): Must have valid State of Wisconsin driver's license, Wisconsin Class A Commercial Driver's License and obtain Endorsement N (tank vehicles), and air brakes endorsement. Must be Certified Competent Person in excavation safety, traffic safety and confined space safe entry procedures within six months of appointment	
PLEASE PROVIDE INFORMATION ABOUT THE INDIVIDUAL WHO HAS BEEN SELECTED FOR THIS TEMPORARY APPOINTMENT AND ATTACH A COPY OF THE RESUME/APPLICATION			
LAST NAME Rzepkowski	FIRST NAME Jason	INITIAL	RACE W
GENDER M		T.A. RATE OF PAY 1BX	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	IF YES, PROVIDE: CURRENT DEPARTMENT/DIVISION Water	POSITION TITLE Water Chief Repair Worker	CURRENT RATE OF PAY 8PN
ID NUMBER 026991			
WHY AND HOW WAS THIS INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT? <input type="checkbox"/> From an existing eligible list – provide position title		<input checked="" type="checkbox"/> If not from an existing eligible list – please provide a detailed explanation Internal posting with interview and practical exam.	
IF THE INDIVIDUAL WAS NOT SELECTED FROM AN ELIGIBLE LIST FOR THIS POSITION, PROVIDE INFORMATION TO SHOW HOW THE INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT MEETS THE MINIMUM REQUIREMENTS FOR THE POSITION AS DESCRIBED ABOVE?			
TRAINING AND EDUCATION: On the job training	WORK EXPERIENCE: Over 25 years experience in underground work	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.): Valid Drivers Licenses	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Amy Hefner	SIGNATURE 	TITLE Water Personnel Officer	DATE 11/3/2021
APPROVING OFFICER Patrick Pauly, P.E.	SIGNATURE 	TITLE Administration Managers	DATE 11-3-21
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: 10.31.21-1.28.22 Karen Biernat 1.18.22.	SIGNATURE	TITLE	DATE



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
Jason Rzepkowski		11/1/21
POSITION TITLE	PAY RANGE	RATE OF PAY
Water Field Supervisor	1BX	1BX

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

10-28-21

Date Signed

Timothy Garczykaski

Witness Name (Print)

Witness Signature

JOB DESCRIPTION

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

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

1. Date Prepared/ Revised: 1/19/16		2. Present Incumbent:		Is incumbent under filling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Public Works		Bureau: Division: Water Works		Unit: Section: Distribution	
6. Work Location: 3850 N. 35 th Street		Telephone: Email:		Work Schedule: Hours: 8:00am-4:30pm or 4:00pm-12:00am Days: Mon-Fri, Tue-Sat, or Sun-Thur	
7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: 9. If in District Council 48, which local?		10. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: Water Chief Repair Worker		Pay Range 8PN		Job Code EEO Code	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by: _____ Date: _____			

11. BASIC FUNCTION OF POSITION:

As crew leader, this position is responsible for and performs all phases of repair, replacement and maintenance to maintain the integrity of the water distribution system for the purpose of transmitting high quality, safe and sufficient water to customers. Responsible for providing a safe and efficient operation of each assigned task for all crew members and the public. Communicate effectively with management, Control Center and 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
20	Act as crew leader of a three to four-person repair crew, assigned to various repair and maintenance activities. Responsible for the activities of the crew by informing and guiding each member through daily tasks, maintain crew harmony, ensure safety of the entire job site and equipment, and provide on-the-job training for inexperienced crew personnel as needed. Maintain communication with supervisors, office staff and Control Center regarding job status and unusual circumstances. Handle concerned citizens in a professional manner. Accurately complete the numerous computerized work orders and documents of daily crew activities and job status.
30	Direct the work of the repair crew for the proper maintenance and repair of the distribution system. Conducts water main break repairs, service lateral repairs, reconnects and replacements, curbstop replacements, repair and replacement valves, hydrant repairs and replacements, abandoning taps and mains, installing air vents, installing taps and branches, water main joint repairs, pipe replacements, and other appurtenances. Locate the source and location of the leak. Identify area to be excavated and any conflicting utilities. Operate quick hitch backhoe to excavate the repair area. Direct crew members through the proper repair procedures. Evaluate site for additional repairs by other agencies and coordinate

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
	information with Distribution supervision. Provide erosion control to each required jobsite and ensure proper operation of control methods as required by WI Department of Natural Resources (DNR). Restore site by backfilling, blacktopping, salting, and adding ground as needed for safety and customer satisfaction.
15	Responsible for the safety of each crew member and the public during the course of every job conducted. Responsible for the secure work area, sheeting and shoring of the excavations, confined space safe entry procedure and equipment. Document air monitoring results and safety practices on the confined space entry permit form and safety checklist, as required. Wear all applicable personal protective equipment, conduct pre-trip inspection of vehicles and ensure proper traffic control for a safe worksite with good traffic flow.
15	Operate and maintain construction equipment including: backhoe, end loader, Vac-All, drill rig, electronic leak locators, compressors, forklift, dump trucks, trailers, utility vans, valve operators, travel and guillotine saws, branch and tapping machines, torch cutting apparatus, reed cutters, hand and pneumatic tools, flaring tools, freeze kits, sheeting and shoring equipment, air quality monitors, ventilators, pumps, locating equipment, generators, and other specialty construction tools. Operate electronic leak detection devices and GPS equipment.
10	Coordinate construction activities with the district manager and contractors to facilitate system improvements. Serve notices, operate valves, and check for hose connection, and assist contractors with parts, equipment or proper tools as needed and water shut-off. Communicate with Control Center and customers for water shut-offs and back-in-service information. Interpret construction plans as needed to coordinate job information. Assist with chlorination and pressure treating of mains. Flush hydrants and air vents to relieve excess air in the system to prevent water hammer. Cut mains 20" and larger to facilitate contractor work.
5	Document work activities by accurately completing work orders to include: location of jobsite, repair type, time of arrival, water service outages, materials used, damage report, excavation size, restoration activities, and departure. Complete material condition report to provide pipe and soil conditions for the water main replacement index. Communicate job status with Control Center for daily operations log documentation.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Conduct sewer repairs when associated with current or previous water distribution repair work. Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Direct supervision by Water Field Supervisor.

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

Daily assignments provided by Water Distribution Scheduling Manager. Direct supervision received from Water Field Supervisor.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **3-4**.

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:

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 <i>(Select those that apply from list above, a - h)</i>
3-4	Water Repair Worker	a,b,c,d

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.

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

i. Education and Experience

High school diploma or equivalent required. At least two years of experience as a Water Distribution Repair Worker I, or five years of underground utility construction experience and operation of large dump truck, trailer, backhoe and other construction equipment.

ii. Knowledge, Skills and Abilities

Knowledge of all aspects of water distribution repair and maintenance. Knowledge in MWW specifications, safety regulations and construction practices. Must have basic mechanical aptitude and basic plumbing skills. Must be an effective team leader with the ability to motivate crew members. Must be able to read, write and perform math calculations. Must be computer literate and able to complete computer work orders and documents. Must understand basic water hydraulics. Must be able to read and interpret maps and construction drawings.

iii. Certifications, Licenses, Registrations

Valid Wisconsin driver's license at time of appointment and maintain continuously while employed. Requires Wisconsin Class A Commercial Driver's License (CDL) and obtain Endorsement N (tank vehicles), and air brakes endorsement. Must be Certified Competent Person in excavation safety, traffic safety and confined space safe entry procedures within six months of appointment.

iv. Other Requirements

Must be able to conduct pipe flaring and freezing for service lateral repairs, operate tap and branch machine. Understand and practice proper disinfection process and safe handling of pipe repairs. Understand and practice DNR erosion control methods. Must be physically able to wear safety harness, enter manholes, and excavations and climb ladders and practice OSHA-required confined space entry procedures and equipment. Must be able to wear appropriate safety equipment including safety shoes, glasses, and hearing protection. Must be able to communicate effectively with co-workers and work as a productive team member. Must be diplomatic, tactful and courteous with co-workers, customers and the public even during adverse situations. Must be able to work mandatory overtime and respond to emergency call-outs when needed. Must be able to work weekends, and various shifts. Must be able to report to work in less than one hour when called in at any time or in any type of weather condition. Must be able to tolerate severe winter weather and cold temperatures, as well as extreme heat in summer. Must be physically capable of working outdoors in all types of weather conditions for extended periods of time.

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 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 failing 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.

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<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 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 checked="" type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

CHECK ONE:

<input 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.
<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.

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.

Approximate Percentage of time performing field work: 90%

CHECK ALL THAT APPLY:

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

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

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


CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Gut wrench, nozzle wrench, valve wrench, hammer, pick, drill.	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Target and specialty saws, compressors, pneumatic tools, pumps.	

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

Distribution Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. As crew leader, must be able to work as a team, build consensus, motivate crew members and lead by example. Must have good communication and problem solving skills. Must have a good driving record and able to travel efficiently throughout the MWW service area of Milwaukee, St. Francis, Greenfield and Hales Corners. Must be able to deal with the public in a courteous and professional manner, acting as a representative of the MWW, even during adverse situations. Must be able to complete the job and be dedicated to the mission of providing safe, sufficient potable water to our customers and for firefighting. Must 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

1-19-16

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.

JASON RZEPKOWSKI

PROFESSIONAL SUMMARY

Project coordinator with strong communication skills. Other strengths include risk reduction, multiple project management, and employee motivation.

SKILLS

- Attention to detail
- Customer service
- Detail oriented
- Problem-solving abilities
- Employee motivation
- Accountability for decisions

EXPERIENCE

Water Repair Worker

May 2016 - Current

City of Milwaukee | Milwaukee, Wisconsin

Repair and maintain water mains, install and repair hydrants, repair and maintain gates, install copper services, and operate tri axle dump truck and backhoe.

Foreman

April 1996 - January 2016

Marv's concrete and excavating | Waukesha, WI

- Supervised a crew of 5 to 7 employees.
-
- Hired and trained new employees and set wages.
- Monitored employee performance to determine areas of success and improvement.
- Reviewed plans, draws, contracts, and other documents to ensure accuracy, clarity, and quality.
- Backhoe operator
- Concrete finisher
- Reviewed and approved time cards.

EDUCATION

Bay View High School, Milwaukee, WI

June 1992