



**Department of Public Works
Administration**

May 16, 2022

Jerrel Kruschke P.E.
Interim Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

Kristin Urban
Human Resources Manager
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Re: Extension of Temporary Appointment Request: Pauly, Patrick

Dear Ms. Urban:

The Department of Public Works respectfully requests permission and approval to extend the temporary appointment of Mr. Patrick Pauly to the position of Budget and Fiscal Policy Operations Manager (Interim Water Works Superintendent.)

Mr. Pauly's temporary appointment to Budget and Fiscal Policy Operations Manager began on December 20, 2021 as a result of Ms. Karen Dettmer's temporary appointment to the Commissioner of Public Works.

The Water Works Superintendent is a critical leadership position as it relates to Water Works Division. This position manages and directs operations in accordance with city, state and federal regulations and law to ensure a safe, potable and sufficient supply of water to the public.

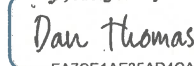
Also, the Department has been collaborating with the Department of Employee Relations (DER) to recruit for the position. DER has posted the position and we expect to get the list in the upcoming weeks. We believe the position may be filled by June 20, 2020; however, we are requesting to extend Mr. Pauly's temporary appointment in the event that it takes longer for an individual to get appointed to the position.

Therefore, we are respectfully requesting for an extension on his temporary appointment from June 20, 2022 through August 20, 2022.

Thank you for your consideration.

If you have any questions regarding this request, please contact me.

Sincerely,
Signed by:



FA7CE1AF35AD4CA...
Dan Thomas M.P.A., J.D.
DPW Administrative Services Director



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 6.20.2020	ANTICIPATED EXPIRATION DATE 8.20.2022	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:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
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

PATRICK PAULY



EXPERIENCE

FEBRUARY, 2019 – PRESENT

WATER ADMINISTRATION MANAGER, MILWAUKEE WATER WORKS

- Collaborate with Superintendent in the planning, management and administration of the Water Works. Develop strategies for improving operations, increasing efficiencies, and positioning the utility for optimum effectiveness. Assist in daily leadership and management of all personnel, facilities, and activities of the five sections of the utility.
- Administer the workplace environment of Water Works employees by overseeing work rules, policies and procedures; and ensuring they are consistent, applicable and correctly aligned in all Sections of the utility. Serve as a resource to all management positions to maintain effective employee relations. In consultation with DPW Administration, manage all disciplinary actions in the utility.
- Act as the hiring authority for the utility. Manage the succession planning and organizational alignment of the utility. Maintain job descriptions for the utility. Maintain position vacancy list and carry out procedures for filling vacant positions. Review candidate selection methods with Section managers. Approve all final hiring decisions. Ensure new employees are properly onboarded.
- Provide leadership and facilitate multidiscipline groups to plan and implement major construction projects or process improvements for the utility that require input and collaboration of staff from the various sections.

NOVEMBER, 2016 – FEBRUARY, 2019

CHIEF DESIGN ENGINEER, MILWAUKEE WATER WORKS

- Manage and direct the operations of the Water Engineering Section (41 staff members), which consists of the Construction Management, Mains Design, and Plants Design Units.
- Oversee development and implementation of the Capital Improvement Program (CIP). Coordinate with other MWW sections in planning for future CIP projects.
- Oversee the design and preparation of plans, specifications and bid documents. Ensure necessary approvals are obtained from regulatory agencies. Monitor progress of design and construction to ensure plants, mains, and lead service line replacement projects are completed as planned.
- Oversee hiring and staff changes. Identify training and development opportunities to keep staff current with new developments in engineering related fields.
- Develop and maintain relationships with other MWW Sections to foster collaboration and successful projects.
- Projects of note: Development of LSL replacement scope and contracting requirements, Waukesha Water Service Agreement and facility design, Northpoint tunnel inspection and repair.

OCTOBER, 2013 – NOVEMBER, 2016

MAINS DESIGN ENGINEER, MILWAUKEE WATER WORKS

- Manage and direct the preparation of plans and contract documents for replacement and alteration of MWW distribution system facilities.
- Manage and direct the maintenance of the water distribution system maps.
- Review engineering documents prepared by outside consultant/contractors.
- Maintain contracting and construction schedules to ensure timely completion.
- Interview and make hiring recommendations for positions in the Mains Engineering Unit. Oversee training and development of staff.
- Projects of note: 15 miles of water main replaced in 2015 and 2016, conversion of Microstation system maps to ESRI ArcGIS.

EDUCATION AND CREDENTIALS

BACHELOR OF SCIENCE IN CIVIL ENGINEERING, UNIVERSITY OF WISCONSIN MILWAUKEE –
DECEMBER, 1990

LICENSED PROFESSIONAL ENGINEER, WISCONSIN #30924

PUBLIC WORKS UNIVERSITY – PROFESSIONAL MANAGEMENT DEVELOPMENT, CARDINAL
STRITCH LEADERSHIP CENTER – DECEMBER, 2013

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: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

11. BASIC FUNCTION OF POSITION

1. Date Prepared/ Revised: 10/11/18		2. Present Incumbent: Jennifer Gonda		Is incumbent underfilling 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: Administration		
6. Work Location: 841 N. Broadway, Room 409		Telephone: Email:		Work Schedule: Hours: 8:00am – 4:45pm Days: Monday-Friday		
7. Represented by a Union? Yes <input type="checkbox"/> No <input type="checkbox"/>		8. Bargaining Unit:		9. FLSA Status Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>		
10.	Official Title: Water Works Superintendent			Pay Range	Job Code	EEO Code
				1MX		
	Underfill Title (if applicable)					
	Requested Title (if applicable)					
Recommended Title (DER Use Only):			Approved by: _____			
			Date: _____			

12. DESCRIPTION OF JOB (Check if description applies to Official Title ☒ or Underfill Title ☐):

Under the supervision of the Commissioner of Public Works, direct and manage operation of the Milwaukee Water Works (MWW) in accordance with city, state and federal regulations and laws to ensure a safe, potable and sufficient supply of water to consumers in an as efficient and economical manner as possible. Assess and collect the Municipal Service Bill charges in an efficient manner.

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30	Executive supervision and administration of the operation and maintenance of the entire MWW operating as a public utility under the regulation of the Public Service Commission of Wisconsin. Responsibilities include the financial, technical, maintenance and repair, operational, developmental, public relations, and administrative functions of the utility.
30	Direct the treatment and distribution operations of the MWW including the development of efficient and effective treatment and pumping of water, the installation and maintenance of an effective water distribution system, and other operations involved in providing water that meets and exceeds the Safe Drinking Water Act water quality standards. Direct the

The above statement 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 task required of the position.

% of Time	ESSENTIAL FUNCTION
	planning, design, construction, maintenance and operation of the physical plants, facilities, and equipment of the MWW. Maintain employee safety and security of facilities.
20	Direct the financial operations of the MWW. Develop and present recommendations for operating and capital budgets. Set priorities for and monitor spending. Oversee the preparation of rate change requests and other related reports and documentation to the Public Service Commission of Wisconsin. Administer the assessment and collection of Municipal Services Bill charges.
10	Lead and manage the communication practices of the utility to maintain open and productive communication with the Mayor's office and Common Council, customers, regulators, employees, other city departments, and external organizations.
5	Represent MWW at conferences, meetings of professional associations, meetings of community organizations and other groups, and as the utility's spokesperson with the media and general public.

B. PERIPHERAL DUTIES

% of Time	ESSENTIAL FUNCTION
5	Perform other duties as required.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Commissioner of Public Works

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

This position involves the exercise of independent judgment and discretion under the broad general policies outlined by the Commissioner of Public Works as established by the Mayor and Common Council.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = approximately **350**.

Direct Supervision: List the number and title 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)
1	Administration & Projects Manager	a, b, c, d, e, f, g, h

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1	Water Financial Manager	a, b, c, d, e, f, g, h
1	Water Distribution Manager	a, b, c, d, e, f, g, h
1	Water Quality Manager	a, b, c, d, e, f, g, h
1	Water Information Technology Manager	a, b, c, d, e, f, g, h
1	Water Plants Manager	a, b, c, d, e, f, g, h
1	Civil Engineer V	a, b, c, d, e, f, g, h
1	Water System and Project Manager	a, b, c, d, e, f, g, h
1	Water Marketing Specialist	a, b, c, d, e, f, g, h
1	Water Security Manager	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

Graduate degree in Public Administration, Accounting, Business Administration, Economics, Water Resources, Chemistry, Environmental Management, Engineering or a closely related field required. At least 10 years of progressively responsible management experience in a related area.

ii. Knowledge, Skills and Abilities

- Experience and knowledge of the principles and methods of government administration as they relate to the management of a public utility.
- Expertise in at least one area of drinking water utility operation (water treatment, public finance, regulatory compliance, water quality, water distribution or water engineering) and the ability to quickly develop competency in the other areas.
- Ability to plan, direct and coordinate diversified functions of a large government enterprise agency and associated staff.
- Strategic in thinking and planning, having the ability to see over the horizon for future opportunities yet able to manage day-to-day administration effectively and efficiently.
- Ability to function effectively in intergovernmental relations, working with local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner.
- Ability to oversee finance, accounting, billing, procurement and customer service functions and to understand the intricacies of a complex, regulated financial environment.
- Demonstrated success in large project management, facilities management, contracting, capital planning, and/or condition assessments.
- Ability to prepare rate cases and professionally make appearances before the Public Service Commission of Wisconsin.
- Demonstrated success negotiating complex agreements with multiple stakeholders.
- Excellent written and verbal communication skills. Ability to make presentations in a clear and credible manner to a variety of audiences.
- Excellent relationship building skills with the ability to manage up (Mayor and Common Council), down (staff, contractors and consultants), and out (to a variety of audiences locally, regionally and nationally).
- Ability to manage with kindness and empathy while embracing a culture of innovation and accountability.

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iii. Certifications, Licenses, Registrations

Valid Wisconsin driver's license at time of appointment and maintain continuously while employed.

iv. Other Requirements

Must be professional in appearance and performance, diplomatic and tactful to impart a good image of the MWW. Must be able to communicate effectively with staff, CPW, elected officials, wholesale, retail and larger MWW customers, news media, regulatory and health agencies, etc., during normal business hours and under stressful or emergency conditions.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The American with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

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

CHECK ALL THAT APPLY:

<input type="checkbox"/>	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 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 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 type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hand and feet.
<input 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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input 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 type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input 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.

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<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 40db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input 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 checked="" 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 legs 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 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds 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 object.

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

CHECK ONE:

<input checked="" 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 deal 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 left 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: 5%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
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<input 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 type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperature 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 hazard: 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 subject to wear a respirator.

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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 type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input 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 type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

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

Milwaukee Water Works provides water for drinking, sanitary purposes and fire protection to over 860,000 people in Milwaukee and 16 communities. The Superintendent is a highly responsible position in a complex, multi-faceted environment. The work involves multiple programs and activities which must be carried out in accordance with statutory requirements. Must have high ethical standards. Must be professional in conduct and appearance.

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

 10-17-18

Signature of Department Head or Designated Representative

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



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TEMPORARY APPOINTMENT / APPOINTEE DETAILS														
DEPARTMENT/DIVISION DPW/ WATER WORKS	LAST NAME PAULY	FIRST NAME PATRICK	INITIAL											
AUTHORIZED POSITION TITLE WATER WORKS SUPERINTENDENT	PAY RANGE 10X	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A											
UNDERFILL TITLE (IF APPLICABLE) BUDGET & FISCAL POLICY OPS. MGR	PAY RANGE 1LX	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #												
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 6.20.2022	ANTICIPATED EXPIRATION DATE 8.20.2022	T.A. RATE OF PAY 5,164.81											
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: Karen Dettmer, Water Works Superintendent, was selected by the Mayor to be the Interim Commissioner of Public Works. The Water Works Superintendent is a critical leadership position as it relates to Water Works Division. This position manages and directs operations in accordance with city, state and federal regulations and law to ensure a safe, potable and sufficient supply of water to the														
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: Mr. Pauly has 30 years of experience working in the Water Works Division, which makes him uniquely qualified for this position.														
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="0"><tr><td>TRAINING AND EDUCATION:</td><td>WORK EXPERIENCE:</td><td colspan="3">OTHER REQUIREMENTS (i.e. LICENSES)</td></tr><tr><td>Please see resume.</td><td>Please see resume.</td><td colspan="3">Please see resume.</td></tr></table>					TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)			Please see resume.	Please see resume.	Please see resume.		
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)												
Please see resume.	Please see resume.	Please see resume.												
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: WATER WORKS	CURRENT POSITION TITLE: WATER WORKS ADMIN. MANAG	EMPLOYEE ID NUMBER: 006694											
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship														
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.														
REPORTING OFFICER SHANNON GOODWIN	SIGNATURE 		TITLE DPW ADMIN. SERVICES MAN.	DATE										
APPROVING OFFICER DAN THOMAS	SIGNATURE 		TITLE DPW ADMIN. SERVICES DIRE	DATE										
THIS SECTION FOR DER REVIEW														
DER REVIEW COMPLETED BY:	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
Pauly, Patrick		5.17.2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Budget & Fiscal Policy Ops., Mgr.	1LX	\$5,164.81 biweekly

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.

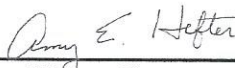

Temporary Appointment Applicant Signature

5/17/2022

Date Signed

Amy E. Hefter

Witness Name (Print)


Witness Signature

PATRICK PAULY



EXPERIENCE

FEBRUARY, 2019 – PRESENT

WATER ADMINISTRATION MANAGER, MILWAUKEE WATER WORKS

- Collaborate with Superintendent in the planning, management and administration of the Water Works. Develop strategies for improving operations, increasing efficiencies, and positioning the utility for optimum effectiveness. Assist in daily leadership and management of all personnel, facilities, and activities of the five sections of the utility.
- Administer the workplace environment of Water Works employees by overseeing work rules, policies and procedures; and ensuring they are consistent, applicable and correctly aligned in all Sections of the utility. Serve as a resource to all management positions to maintain effective employee relations. In consultation with DPW Administration, manage all disciplinary actions in the utility.
- Act as the hiring authority for the utility. Manage the succession planning and organizational alignment of the utility. Maintain job descriptions for the utility. Maintain position vacancy list and carry out procedures for filling vacant positions. Review candidate selection methods with Section managers. Approve all final hiring decisions. Ensure new employees are properly onboarded.
- Provide leadership and facilitate multidiscipline groups to plan and implement major construction projects or process improvements for the utility that require input and collaboration of staff from the various sections.

NOVEMBER, 2016 – FEBRUARY, 2019

CHIEF DESIGN ENGINEER, MILWAUKEE WATER WORKS

- Manage and direct the operations of the Water Engineering Section (41 staff members), which consists of the Construction Management, Mains Design, and Plants Design Units.
- Oversee development and implementation of the Capital Improvement Program (CIP). Coordinate with other MWW sections in planning for future CIP projects.
- Oversee the design and preparation of plans, specifications and bid documents. Ensure necessary approvals are obtained from regulatory agencies. Monitor progress of design and construction to ensure plants, mains, and lead service line replacement projects are completed as planned.
- Oversee hiring and staff changes. Identify training and development opportunities to keep staff current with new developments in engineering related fields.
- Develop and maintain relationships with other MWW Sections to foster collaboration and successful projects.
- Projects of note: Development of LSL replacement scope and contracting requirements, Waukesha Water Service Agreement and facility design, Northpoint tunnel inspection and repair.

OCTOBER, 2013 – NOVEMBER, 2016

MAINS DESIGN ENGINEER, MILWAUKEE WATER WORKS

- Manage and direct the preparation of plans and contract documents for replacement and alteration of MWW distribution system facilities.
- Manage and direct the maintenance of the water distribution system maps.
- Review engineering documents prepared by outside consultant/contractors.
- Maintain contracting and construction schedules to ensure timely completion.
- Interview and make hiring recommendations for positions in the Mains Engineering Unit. Oversee training and development of staff.
- Projects of note: 15 miles of water main replaced in 2015 and 2016, conversion of Microstation system maps to ESRI ArcGIS.

EDUCATION AND CREDENTIALS

BACHELOR OF SCIENCE IN CIVIL ENGINEERING, UNIVERSITY OF WISCONSIN MILWAUKEE –
DECEMBER, 1990

LICENSED PROFESSIONAL ENGINEER, WISCONSIN #30924

PUBLIC WORKS UNIVERSITY – PROFESSIONAL MANAGEMENT DEVELOPMENT, CARDINAL
STRITCH LEADERSHIP CENTER – DECEMBER, 2013

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: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

11. BASIC FUNCTION OF POSITION

1. Date Prepared/ Revised: 10/11/18	2. Present Incumbent: Jennifer Gonda	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:	4. Previous Incumbent:	If YES, Indicate underfill title in box 10	
5. Department: Public Works	Bureau: Division: Water Works	Unit: Section: Administration	
6. Work Location: 841 N. Broadway, Room 409	Telephone: Email:	Work Schedule: Hours: 8:00am – 4:45pm Days: Monday-Friday	
7. Represented by a Union? Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Bargaining Unit:	9. FLSA Status Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>	
10. Official Title: Water Works Superintendent		Pay Range 1MX	Job Code EEO Code
Underfill Title (if applicable)			
Requested Title (if applicable)			
Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

12. DESCRIPTION OF JOB (Check if description applies to Official Title ☒ or Underfill Title ☐):

Under the supervision of the Commissioner of Public Works, direct and manage operation of the Milwaukee Water Works (MWW) in accordance with city, state and federal regulations and laws to ensure a safe, potable and sufficient supply of water to consumers in an as efficient and economical manner as possible. Assess and collect the Municipal Service Bill charges in an efficient manner.

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30	Executive supervision and administration of the operation and maintenance of the entire MWW operating as a public utility under the regulation of the Public Service Commission of Wisconsin. Responsibilities include the financial, technical, maintenance and repair, operational, developmental, public relations, and administrative functions of the utility.
30	Direct the treatment and distribution operations of the MWW including the development of efficient and effective treatment and pumping of water, the installation and maintenance of an effective water distribution system, and other operations involved in providing water that meets and exceeds the Safe Drinking Water Act water quality standards. Direct the

The above statement 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 task required of the position.

% of Time	ESSENTIAL FUNCTION
	planning, design, construction, maintenance and operation of the physical plants, facilities, and equipment of the MWW. Maintain employee safety and security of facilities.
20	Direct the financial operations of the MWW. Develop and present recommendations for operating and capital budgets. Set priorities for and monitor spending. Oversee the preparation of rate change requests and other related reports and documentation to the Public Service Commission of Wisconsin. Administer the assessment and collection of Municipal Services Bill charges.
10	Lead and manage the communication practices of the utility to maintain open and productive communication with the Mayor's office and Common Council, customers, regulators, employees, other city departments, and external organizations.
5	Represent MWW at conferences, meetings of professional associations, meetings of community organizations and other groups, and as the utility's spokesperson with the media and general public.

B. PERIPHERAL DUTIES

% of Time	ESSENTIAL FUNCTION
5	Perform other duties as required.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Commissioner of Public Works

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

This position involves the exercise of independent judgment and discretion under the broad general policies outlined by the Commissioner of Public Works as established by the Mayor and Common Council.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = approximately **350**.

Direct Supervision: List the number and title 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)
1	Administration & Projects Manager	a, b, c, d, e, f, g, h

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1	Water Financial Manager	a, b, c, d, e, f, g, h
1	Water Distribution Manager	a, b, c, d, e, f, g, h
1	Water Quality Manager	a, b, c, d, e, f, g, h
1	Water Information Technology Manager	a, b, c, d, e, f, g, h
1	Water Plants Manager	a, b, c, d, e, f, g, h
1	Civil Engineer V	a, b, c, d, e, f, g, h
1	Water System and Project Manager	a, b, c, d, e, f, g, h
1	Water Marketing Specialist	a, b, c, d, e, f, g, h
1	Water Security Manager	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

Graduate degree in Public Administration, Accounting, Business Administration, Economics, Water Resources, Chemistry, Environmental Management, Engineering or a closely related field required. At least 10 years of progressively responsible management experience in a related area.

ii. Knowledge, Skills and Abilities

- Experience and knowledge of the principles and methods of government administration as they relate to the management of a public utility.
- Expertise in at least one area of drinking water utility operation (water treatment, public finance, regulatory compliance, water quality, water distribution or water engineering) and the ability to quickly develop competency in the other areas.
- Ability to plan, direct and coordinate diversified functions of a large government enterprise agency and associated staff.
- Strategic in thinking and planning, having the ability to see over the horizon for future opportunities yet able to manage day-to-day administration effectively and efficiently.
- Ability to function effectively in intergovernmental relations, working with local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner.
- Ability to oversee finance, accounting, billing, procurement and customer service functions and to understand the intricacies of a complex, regulated financial environment.
- Demonstrated success in large project management, facilities management, contracting, capital planning, and/or condition assessments.
- Ability to prepare rate cases and professionally make appearances before the Public Service Commission of Wisconsin.
- Demonstrated success negotiating complex agreements with multiple stakeholders.
- Excellent written and verbal communication skills. Ability to make presentations in a clear and credible manner to a variety of audiences.
- Excellent relationship building skills with the ability to manage up (Mayor and Common Council), down (staff, contractors and consultants), and out (to a variety of audiences locally, regionally and nationally).
- Ability to manage with kindness and empathy while embracing a culture of innovation and accountability.

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iii. Certifications, Licenses, Registrations

Valid Wisconsin driver's license at time of appointment and maintain continuously while employed.

iv. Other Requirements

Must be professional in appearance and performance, diplomatic and tactful to impart a good image of the MWW. Must be able to communicate effectively with staff, CPW, elected officials, wholesale, retail and larger MWW customers, news media, regulatory and health agencies, etc., during normal business hours and under stressful or emergency conditions.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The American with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

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

CHECK ALL THAT APPLY:

<input type="checkbox"/>	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 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 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 type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hand and feet.
<input 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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input 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 type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input 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.

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<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 40db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input 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 checked="" 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 legs 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 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds 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 object.

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

CHECK ONE:

<input checked="" 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 deal 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 left 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: 5%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
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<input 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 type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperature 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 hazard: 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 subject to wear a respirator.

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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 type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input 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 type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

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

Milwaukee Water Works provides water for drinking, sanitary purposes and fire protection to over 860,000 people in Milwaukee and 16 communities. The Superintendent is a highly responsible position in a complex, multi-faceted environment. The work involves multiple programs and activities which must be carried out in accordance with statutory requirements. Must have high ethical standards. Must be professional in conduct and appearance.

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

 10-17-18

Signature of Department Head or Designated Representative

The above statement 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 task required of the position.