

Milwaukee Water Works

June 23, 2022

Kristin Urban
Human Resources Manager
City Service Commission Executive Secretary
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period – Reed, Lindsay

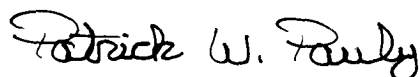
Dear Ms. Urban:

The Milwaukee Water Works (MWW) respectfully requests to extend the probationary period for Lindsay Reed, who was hired as a Water Chemist on October 4, 2021 and is subject to a 9 month probationary period scheduled to end on July 4, 2022.

Ms. Reed's overall performance has exceeded job requirements, but she has not obtained the required WI DNR Surface Water Supply Operator Certification. She is anticipated to take the exam in early July. MWW requests her probationary period be extended one month to August 4, 2022.

Thank you for your consideration. If you have any questions or concerns, please contact me (x2802 or Patrick.Pauly@milwaukee.gov) or Amy Hefter, Water Works Personnel Officer (x2805 or ahefte@milwaukee.gov).

Sincerely,



Patrick W. Pauly, P.E.
Interim Superintendent / Water Administration Manager

Cc: Dan Thomas, Michelle Natarajan, Jason Otto

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: 6/7/2022		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Department of Public Works			Bureau: Division: Water Works		Unit: Section: Water Quality
6. Work Location: 3929 S. 6 th St. and 3000 N. Lincoln Memorial Dr.			Telephone: 286-5424, 286-2882 Email:		Work Schedule: Hours: 07:00-15:30 Days: Rotating
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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Water Chemist			Pay Range	Job Code
	Underfill Title (if applicable):			2FN	
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Validate and verify the precision and accuracy of on-line water quality process and control instrumentation used throughout the water treatment process. Help ensure that the reliability of water quality information and data from the on-line process control instrumentation is the highest level attainable. Perform analyses according to United States Environmental Protection Agency Certified Lab Standards.

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
45%	Calibrate and perform regular and routine quality control/quality assurance evaluations. Maintain proficiency at the Linnwood and Howard Avenue Treatment Plants and Texas Pumping Station which includes the different processes, instrumentation, and equipment. Troubleshoot process online instrumentation which is designed to regulate and continuously monitor the water treatment process. Work a rotating schedule that involves a nine (9) shift rotation between Linnwood and Howard Treatment Plants to maintain essential operations 24/7/365, including mandatory overtime and "must report stand-by" assignments. Assure all water quality objectives and regulatory standards are met, and maximum water quality is achieved. Perform microbiology tests and maintain those records in the absence of the Water Microbiologist.
25%	Maintain accurate records of test results with data logged in a timely manner using a laboratory information management system (LIMS), including generated reports and graphs. Complete preventative maintenance work orders and generate work orders for malfunctioning equipment or instrumentation.
15%	Interpret and utilize data from calibration and verification checks to make accurate and timely assessments of instrument performance. Prepare standards, materials, reagents, and solutions required to perform chemical tests, analyses, and calibration examination per section standard operating procedures.
5%	Assist operations personnel in use of data to make water quality treatment adjustments. Maintain a clean work environment. Assist in employee training as directed by Water Quality Operations Manager.
5%	Maintain testing proficiency according to the Water Quality section standard operating procedures and Wisconsin Department of Natural Resources Statute. Perform QA/QC testing with each method as prescribed in the lab's quality manual.

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.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	Complete other duties and responsibilities as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Quality Operations Manager

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

All assignments are received from and reviewed by the Lead Water Chemist or Quality Assurance Specialist under the direction of the Water Quality Operations Manager or the Water Quality Manager. Majority of workload is scheduled tests for which minimal direct supervision is provided. Water Chemist is expected to follow written Standard Operating Procedures and written instructions. Verbal instructions relate to special situations, with priorities set by the Lead Water Chemist under the direction of the Water Quality Operations Manager

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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 b. Outline methods c. Direct work in progress d. Check or inspect completed work	e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)

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

i. Education and Experience:

A Bachelor’s degree in Chemistry, Biology, Environmental Science or related science field from an accredited college or university is required. Alternately, possess an Associate Degree in Chemistry, Biology, Water or Wastewater technology, or closely related field with two years of experience in a laboratory environment.

ii. Knowledge, Skills and Abilities:

Must be proficient in Microsoft Word, Excel, and Access. Must be able to learn and use proprietary software, including instrument specific software, laboratory information management systems (LIMS), and inventory/maintenance management software. Must be able to conduct proper lab techniques including standard methods and MWW/DNR-required protocol. Must be specific and detailed in recording and reviewing lab results to ensure accuracy and consistently monitor process control of the water treatment plant.

Basic chemistry and math knowledge for dilutions, conversions, and general lab practices. Ability to use lab equipment including; spectrophotometers, scales/balances, titrators, pH meters, pipettes, graduated cylinders, turbidimeters and other lab equipment as required to complete tasks.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin driver’s license required at time of appointment and maintain throughout employment. Must obtain State of Wisconsin Department of Natural Resources Surface Water Municipal Water Supply Operator Certification within 9 months of appointment and maintain throughout employment.

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iv. Other Requirements:

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 outdoors in all types of weather conditions for extended periods of time. Must be able to wear appropriate safety equipment including safety shoes, glasses, and hearing protection. Must be detail oriented, the ability to analyse reports, enter data, and summarize spreadsheets. Ability to build and maintain good working relationships with a multicultural and multi-discipline staff. Must have high ethical standards to report accurate lab results and ensure regulatory compliance at all times.

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.
<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 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.)

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

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

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 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: 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 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.)
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<input checked="" 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, screwdrivers, utility knives, pliers.	
<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): Laboratory instruments	

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.)

Water treatment plants are deemed critical infrastructures and require employees to adhere to strict security procedures. Water Quality Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. Employees must respond when called for after-hours emergencies by reporting onsite and conducting necessary work to resolve the emergency. Must be professional in conduct and appearance.

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

Patrick W. Pauly

6-7-2022

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.