



Department of Public Works  
Infrastructure Services Division

Jerrel Kruschke, PE  
Commissioner of Public Works

Kevin J. Muhs, PE, AICP  
City Engineer

Timothy J. Thur, PE  
Infrastructure Administration Manager

August 31, 2023

City Service Commission  
Department of Employee Relations  
200 East Wells Street, Room 706

SUBJECT: Extension of Temporary Appointment – Alan Meyer

Dear City Service Commission:

The Department of Public Works, Infrastructure Division is requesting an extension of the temporary appointment of Mr. Alan Meyer to the position of Machine Shop Supervisor.

Mr. Meyer was temporarily appointed to the position of Machinist II on September 19, 2022, extended 90 days on December 12, 2022, and for another 150 days on March 12, 2023, with an expiration date of August 12, 2023. Consistent with the implementation of the DPW Market Study and the adjustment of the Machinist II title to the Machine Shop Supervisor title in Pay Period 18. We are requesting a 90-day extension, retroactive to August 12, 2023 and ending November 12, 2023 in the new title of Machine Shop Supervisor. This will be the second temporary appointment extension for Mr. Meyer.

The Machine Shop Supervisor supervises the work of the employees in the Machine Shop. This temporary appointment fills a necessary supervisory role in the Machine Shop while the recruitment process is completed and a permanent hire can be made. Mr. Meyer has successfully been filling the Machinist II position since September 19, 2022 and the Machine Shop Supervisor position since August 21, 2023. His past experience as an Electrical Services Machinist I and a Tool and Dye Technician Diploma has assisted him in fulfilling the responsibilities of his current temporary appointment. We plan to post this position internally prior to the expiration of this requested extension.

Thank you for your consideration.

Best regards,

Kevin Muhs  
City Engineer

CC: Jason Pifer, Dan Thomas, Tim, Thur, Mark MacRae, Neal Karweik, Rollin Bertran





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



## NOTICE OF TEMPORARY APPOINTMENT

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

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

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW Infrastructure	LAST NAME Meyer	FIRST NAME Alan	INITIAL
AUTHORIZED POSITION TITLE Machine Shop Supervisor	PAY RANGE 1GX	F&P COMMITTEE APPROVAL DATE 5/3/23	REQUISITION # 10336
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 8/12/23	ANTICIPATED EXPIRATION DATE 11/12/23	T.A. RATE OF PAY 40.50
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The Machinist II is the lead worker and oversees the operations within the Machine Shop. When the previous incumbent vacated the position a temp appointment was made while the department worked on a permant appointment.			
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. Meyer was previously a Machinist I and was temporarily appointed to the Machinist II position in in the Machine Shop.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> N/A	<u>WORK EXPERIENCE:</u> N/A	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u> Wisconsin Driver's License	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Infrastructure	CURRENT POSITION TITLE: Temp Machine Shop Supervisor	EMPLOYEE ID NUMBER: 025969
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 Jason Pifer	SIGNATURE 	TITLE HR Administrator	DATE 9/1/2023
APPROVING OFFICER Kevin Muhs	SIGNATURE 	TITLE City Engineer	DATE 9/1/2023
<b>THIS SECTION FOR DER REVIEW</b>			
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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Meyer, Alan		8/31/23
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Machine Shop Supervisor	1GX	\$40.50

**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.

Alan Meyer 9-1-23  
 Temporary Appointment Applicant Signature Date Signed

Curt Campagna 9-1-2023  
 Witness Name (Print) Witness Signature

# JOB DESCRIPTION

**FOR DER USE  
ONLY**

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

Vacancy No.	Finance Committee Common Council
City Service Commission Fire & Police Commission	

<b>1. Date Prepared/ Revised:</b> 5/27/2022	<b>2. Present Incumbent:</b> David Makkos	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b>	
<b>5. Department:</b> Dept. of Public Works	<b>Bureau:</b> BTE & ES <b>Division:</b> Field & Shops	<b>Unit:</b> <b>Section:</b> Machine Shop
<b>6. Work Location:</b> 1540 W. Canal St.	<b>Telephone:</b> 278-3681 <b>Email:</b>	<b>Work Schedule: Various shifts</b> Hours: 7 – 3:30 PM / Days:
<b>7. Represented by a Union?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>8. Bargaining Unit</b> If in District Council 48, which local? None	<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> Machinist II	<b>Pay Range</b> 7LN	<b>Job Code</b> 1126
<b>Underfill Title (if applicable):</b>		<b>EEO Code</b>
<b>Requested Title (if applicable):</b>		
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b> Jason Pifer <b>Date:</b> 3/6/23

**11. BASIC FUNCTION OF POSITION:**

To provide top level machinist services for maintenance, repair, and modification of various units of construction and maintenance electrical machinery/equipment. To provide supportive services to the Machine/Blacksmith/Weld Shop Supervisor. To fill in for the Machine Shop Supervisor when he is absent.

**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 om Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
60%	<ul style="list-style-type: none"> <li>• Perform skilled Machinist duties in repair or modification of electrical construction, maintenance machinery and equipment such as: aerial ladders, hydraulic towers, articulated booms, hydraulic pumps and jacks, air tools, trenchers, automatic paint sprayers, production paint application machinery.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Machine assembly, rebuild/repair tools, equipment, jigs and fixtures, patterns, core boxes, and, holding equipment.</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Assist Shop Supervisor in job layout, cost estimating, methods, and procedures.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Substitute for Supervisor-In-Charge.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
•	

*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.*

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Michael P. Chaneske, Machine Shop Supervisor

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

Position will function as supervisor in charge of Special Electrical Services, who reports directly to the Facilities Manager, who will assign work load, outline methods and review work. This positions works with limited supervision an dis expected to be self-motivated.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 17.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
10	Electrical Services Machinist I	b,c,d,f
2	Blacksmith	a,b,d
5	Electrical Services Welder	a,b,d
	Electrical Services Laborer	a,b,d

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

- i. Education and Experience:
- ii. Knowledge, Skills and Abilities:
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:

**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 type="checkbox"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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 type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input type="checkbox"/>	<b>Talking:</b> 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 type="checkbox"/>	<b>Hearing:</b> 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 type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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

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shift, etc. **Approximate Percentage of time performing field work: 50-100 %%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

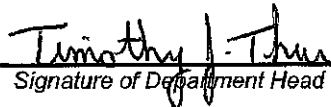
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input 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 type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input type="checkbox"/>	PC software
<input type="checkbox"/>	<b>Hand tools (please list):</b>		
<input type="checkbox"/>	<b>Office Machines (check all that apply):</b> <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	<b>Other (please list):</b>		

**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 characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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



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.

# Alan Meyer

## Tool and Die Maker

A hardworking Tool and Die Maker, that also has a high degree of mechanical amplitude. Strong communication and teamwork skills have been well developed through the years of work.

## QUALIFICATIONS

- Quick learner, ability to study and comprehend new technology
- Thorough knowledge of machine tools; manual mill/CNC-NC, engine lathe, CNC turning center, semi-automatic/hydraulic and manual surface grinder, bench grinder, wire/ram EDM, forklift, vertical/horizon band saw, radial arm drill press, and various hand tools.
- Skill in the use of grinding and fitting components together
- Ability to solve mathematical computations

## EDUCATION

Waukesha Area Technical College, Waukesha WI

August 2006 to  
December 2010

Tool and Die Technician Diploma  
GPA 3.09

## EXPERIENCE

W/S Machine and Tool, New Berlin WI

May 2008 to  
December 2009

### Machine Operator/Set-up

- Operated CNC machine tools with pallets
- Maintained shop machines and kept shop areas clean
- Responsible for keep vibratory surface finisher and sandblaster

January 2012  
to May 2014

Toshiba International Corp. Power Generation Division, West Allis WI

### Generator Detail Machinist

- Responsible for repairing/machining parts and tools for generator winders
- Responsible for maintaining machines
- Follow company guidelines, procedures, and safety regulations
- Responsible for pulling and cutting stock; then machining piece parts that are needed

Cidell Plastics, Mequon WI

May 2014 to June 2015

### Tool Maker Apprentice

- In charge of mold change over and preventative maintenance program
- Support production floor by repairing and maintaining tools
- Assist journey men tool makers



City of Milwaukee DPW Infrastructure Electrical Services Division, Milwaukee WI  
June 2015 to present

**Machinist**

- Repairing and maintaining directional boring machines
- Manufacturing and maintaining jigs, and fixtures for proprietary parts for electrical services
- Repair essential machine tools, and other equipment for electrical services
- Light machinery repair