



Department of Public Works
Infrastructure Services Division

Jerrel Kruschke, P.E.
Interim Commissioner of Public Works

Kevin Muhs, P.E. AICP
Office of the City Engineer

Timothy J. Thur, P.E.
Infrastructure Administration Manager

January 24, 2024

Board of City Service Commission
C/O Harper Donahue IV
Department of Employee Relations
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

SUBJECT: Second Extension of Temporary Appointment – Tianne Hardman: 3/2/2024 through 7/6/2024

Dear City Service Commission:

The Department of Public Works – Infrastructure Division is requesting a second temporary appointment for Tianne Hardman to the position of Traffic Sign Shop Supervisor.

Back on June 1, 2023 the previous incumbent in this position retired. Tianne Hardman assumed the responsibilities of the position to carry out the day to day duties. The job title was reclassified as part of a recent Department of Employee Relations skilled trade market study and as a result the position was re-titled to Traffic Sign Shop Supervisor.

The Traffic Sign Shop Supervisor manages the daily activities of the Traffic Sign and Machine Shop section. This Temporary Appointment fills a necessary supervisory role and the extension is needed to complete the hiring process in order to make a permanent hire. We are requesting a second extension from March 2, 2024 through July 6, 2024 with the understanding that this appointment can expire prior to the expiration date.

Tianne Hardman has worked in the Traffic Sign and Machine Shop since 2012, first as a Painter and also held a lead role as the Sign and Marking Technician.

Should you have any questions, please feel free to reach out to Karen Biernat, Human Resources Analyst, Sr., at 414-286-5677 or Kabier@milwaukee.gov.

Thank you for your review and consideration.

Kind Regards,

DocuSigned by:

Kevin J Muhs

07BC33DE5744A2...

Kevin J. Muhs
City Engineer

CC: Kevin Mush, Andrew Simons, Tim Thur, Mark MacRae, and Neal Karweik



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Infrastructure	LAST NAME Hardman	FIRST NAME Tianne	INITIAL
AUTHORIZED POSITION TITLE Traffic Sign Shop Supervisor	PAY RANGE 1GX	F&P COMMITTEE APPROVAL DATE	REQUISITION # 10451
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input 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 3.2.2024	ANTICIPATED EXPIRATION DATE 7.6.2024	T.A. RATE OF PAY 3,602.07
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: Previous incumbent retired. This Temporary Appointment fills a necessary supervisory role in the Traffic Sign and Machine shop. It is necessary to have someone in this role while the position study could be completed. The recruitment process is currently in the works to make a permanent hire.			
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: Tianne was previously in a Lead position within the Sign Shop.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Public Works Certificate, Certificate of Public Administration with 11 years of training and experience in the Sign Shop.		<u>WORK EXPERIENCE:</u> Tianna was previously a Painter in the Sign Shop and has been a Lead Sign Maker in the Sign Shop since 2017.	
		<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: Sign and Marking Technician	EMPLOYEE ID NUMBER: 013804
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 Mark MacRae	SIGNATURE <i>Mark MacRae</i>	TITLE Electrical Services Ops Mgr.	DATE 1.26.24
APPROVING OFFICER Kevin Muhs	SIGNATURE <i>Kevin J Muhs</i>	TITLE City Engineer	DATE 1.26.24
07BC33DE37444A2... THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

APPLICANT NAME (last, first, middle)		DATE
Hardman, Tianne		1.26.24
POSITION TITLE	PAY RANGE	RATE OF PAY
Traffic Sign Shop Supervisor	1GX	3,602.07

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

1/26/24
Date Signed

NEAL KARWETK
Witness Name (Print)


Witness Signature

1-26-2024

Tianne N. Hardman

Traffic Sign and Marking Lead Technician

Contact



Education

UW-Milwaukee
Milwaukee, WI
Certificate- Public Administration
August 2017

Cardinal Stritch University
Milwaukee, WI
Public Works University-PMD
Certificate
May 2016

Bryant & Stratton College
Wauwatosa, WI
AAS Medial Administration
December 2011

Key Skills

Flexibility
Desire for Knowledge
Executive Functioning
Communication
Problem-solving

Objective

As the lead worker, my primary objective is to provide support with the daily operations of the Sign Shop, the staff as well as the shop manager in the case of his absence.

Experience

2017 to Present
Sign and Marking Technician, Lead Sign Maker • Sign Shop

Manage staff, delegating jobs, prioritizing work orders to be fabricated, monitoring raw and finished products to maintain inventory levels, filing, answering emails, phone calls, some data entry and record keeping. In addition to painter duties.

2012 to 2017
Painter • Sign Shop

Ability to use design software to fabricate and assemble sign for overhead traffic signs, buildings, special events, various DPW departments, ability to use multi-step screen making process, screen printing, use design software, trouble shoot sign printers and plotters,

Leadership

I aim to create a positive work environment by communicating with team members, trusting their judgment and skill set, setting objectives for the day, and providing recognition of their hard work as individuals and a team. Provide and coordinate training for new sign shop employees.

Communication

Introducing new ideas, procedures, and equipment to improve productivity and efficiency

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No:

City Service
Commission
Fire & Police
Commission

Finance
Committee
Common
Council

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

1. Date Prepared/ Revised: 6/14/2023		2. Present Incumbent: Vacant		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Michael Chaneske		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works		Bureau: Infrastructure Services Division: 523		Unit: Electrical Services Section: 78	
6. Work Location: 1540 W Canal St.		Telephone: 286-5965 Email:		Work Schedule: Hours: 8 / Days: 5	
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: Traffic Sign Shop Supervisor		Pay Range		Job Code	
Underfill Title (if applicable):		1GX			
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Manage the Traffic Sign Shop operations.

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
30	• Manage the Traffic Sign Shop for quality control and cost estimating of jobs and materials.
10	• The Sign Shop responsibilities include but are not limited to: fabricating, repairing, and rehabilitation of all traffic signs; the cleaning and painting of all traffic and electrical equipment, communication call boxes and safety equipment.
10	• Supervise the field installation and maintenance of all traffic control signs, both permanent and temporary.
10	• Maintain inventory and location of field equipment.
10	• Plan and oversee painting of lane-marking lines, including procurement of materials.
2.5	• Arrange subcontract work for various specialty vendors which include patterns, concrete forms, plating, machining, and servicing equipment.
5	• Oversee the procurement of necessary equipment and materials for the Sign Shop.
5	• Request equipment and tools for the Sign Shop to function in a modern, efficient and safe environment.
2.5	• Assist in production of customized signage.
5	• Maintain efficient operations in a variety of activities, including the ability to anticipate the needs brought on by changing technology. Research new equipment and methods of operation.
5	• Other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
2.5	• Check Sign complaints in the field
2.5	• Check for worn or missing pavement markings.
	•
	•

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

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Neal Karweik, Electrical Services Manager Senior / Mark MacRae, Electrical Services Operations Manager

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

Assignments are outlined in a general manner from upper management. Incumbent determines priorities, work methods, and procedures.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 12

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:

or 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)
7	Traffic Sign Worker	a, b, c, d, e, f, g, h
3	Painters (ES)	a, b, c, d, e, f, g, h
2	ES Laborer	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:

Minimum of two years of experience in the fabrication and installation of traffic signage. Must be familiar with all operations regarding traffic sign installation, as well as the production of said signage, including screen printing. Requires an understanding of the operation care and maintenance of hydraulic and pneumatic equipment and paint spray equipment. Experience as Painter 4 or equivalent strongly preferred. Must have a working knowledge of the Manual on Uniform Traffic Control Devices.

ii. Knowledge, Skills and Abilities:

This position requires knowledge of sign installation, sign manufacture, sign painting, and the application of pavement markings.

iii.

iv. Certifications, Licenses, Registrations:

Valid Wisconsin Driver's License

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.

v. 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 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.)

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.

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<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" 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:** 10%

CHECK ALL THAT APPLY:

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

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

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

CHECK ALL THAT APPLY:

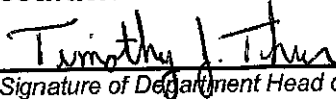
<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> 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 type="checkbox"/> Hand tools (please list):	
<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 type="checkbox"/> Other (please list):	

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.

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

Individual must have excellent communications skills, both oral and written. Must have a basic familiarity with MS Office, as well as the ability to learn and adopt new technologies regarding sign manufacture and traffic line painting procedures.

- 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.