Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Jeffrey B. Norman
Chief of Police

(414) 933-4444

June 9, 2026

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for HVAC Maintenance Technician 1 - 3 Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of HVAC Maintenance Technician 1 - 3 as soon as administratively possible. The HVAC Maintenance Technician 1 - 3, under the direction of the Building Maintenance Supervisor, repairs, replaces, adjusts, maintains and cleans all equipment related to facilities for the Milwaukee Police Department. Work includes repairs, programming, and operation of HVAC refrigeration systems, digital controls, fire-life safety systems for high-rise Class A commercial buildings and other facilities.

Attached, please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Meryl Simmons at (414) 935-7591.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

CRAIG D. SARNOW
ASSISTANT CHIEF OF POLICE

JBN:CDS:ms
Attachment

/City of
Milwaukee
CS-25, Rev. *11/14*

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: 8/11/14 / 9/26/2023	**2. Present Incumbent:** (10 positions)	**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Police Department	**Bureau:** Administration Bureau **Division:** Facilities Services	**Unit:** **Section:**
6. Work Location: 749 W. State St.	**Telephone:** **Email:**	**Work Schedule:** Hours: 8 / Days: 5
7. Represented by a Union? ☐ *Yes* ☒ *No*	**8. Bargaining Unit:** Non-Mgmt/Non-Rep **If in District Council 48, which local?**	**9. FLSA Status** *(check one)*: ☐ Exempt ☒ Non-Exempt

10.			**Pay Range**	**Job Code**	**EEO Code**
	Official Title: HVAC Maintenance Technician 4		7KN	7582PD	
	Underfill Title *(if applicable)*:	HVAC Maintenance Technician 3	7HN	7581PD	
		HVAC Maintenance Technician 2	7EN	7580PD	
		HVAC Maintenance Technician 1	7BN	7579PD	
	Requested Title *(if applicable)*:				

Recommended Title (DER Use Only):	**Approved by:** **Date:**

11. BASIC FUNCTION OF POSITION:

Repair, replace, adjust, maintain and clean all equipment related to facilities for the Milwaukee Police Department. Work includes repairs, programming, and operation of HVAC/refrigeration systems, digital controls, fire-life safety systems for high-rise Class A commercial buildings and other facilities. Employee must be a qualified mechanic with a range of mechanical, electrical, plumbing, HVAC and general repair skills.

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
100%	• Regular and consistent attendance.
	• Maintain, repair, and monitor Building Automation Systems linking to HVAC and energy management systems.
	• Repair, replace, maintain, operate and clean HVAC/refrigeration equipment including control components, building refrigeration, boilers, fire-life-safety and security systems. Work may include the installation of related electric motors, starters, wiring fuses, and protective devices and controls.
	• Maintain, repair or replace electrical and mechanical equipment such as booster pumps, drinking fountains, wash basins, electric and electronic components, electric motors and pneumatic/solid state control circuits, filtration equipment, controls for steam and hot water heating systems, air handling units, cooling towers, chillers, roof-top units and compressors. Required to use laptop computer and other telecommunications devices and test equipment from home or a remote area.
	• Maintain, repair or replace components in plumbing systems, such as pumps, on-demand hot water heaters, valves and piping.
	• Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical (line/low), electronic controls, lighting elements and systems, elevators and in addition to braising and soldering of components, welding and performing light carpentry as required to keep all facility systems working well.

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

% of Time	ESSENTIAL FUNCTION
	• Assist with the on-going development of a preventative maintenance program and working with the program. Attend assigned training sessions, labs and in-house coursework to stay current with the job.
	• Exercise critical thinking skills and fill in, as necessary, for the Building Maintenance Supervisor.
	• Perform minimum grounds work including ice and snow removal.
	• Other duties as assigned
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
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	•
	•
	•

C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Building Maintenance Supervisor.

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

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **<u>12</u>**.

<u>Direct Supervision:</u> 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)*
8	Custodial Workers	a, b, c, d
2	Maintenance Assistants	a, b, c, d
2	Police Services Specialist	a, b, c, d

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)

i. <u>Education and Experience:</u>
HVAC Maintenance Technician 4: Five years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems or an Associate Degree in the HVAC field and two years of experience in the maintenance

and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated systems. Equivalencies considered.

HVAC Maintenance Technician 3: Three years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems or an Associate Degree in the HVAC field and one year of experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated systems. Equivalencies considered.

HVAC Maintenance Technician 2: Two years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems.

ii. Knowledge, Skills and Abilities:

- Ability to operate and program computers and work with various software and graphics utilized for facilities management throughout the Milwaukee Police Department.
- Mechanical ability with specialized knowledge of heating ,cooling and ventilating equipment involving centrifugal and reciprocating compressors, chillers, pneumatic, electrical and electronic controls and the additional ability to work with computerized building management systems. The Milwaukee Police Department currently utilizes the Trane Trace automation system.
- Ability to read and interpret blueprints, plans, sequence of operations and technical specifications.
- Ability to understand and follow oral and written instructions. Successfully manage multiple assignments through effective prioritization and time management.
- Ability to provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical (line/low), electronic controls, lighting elements and systems.
- Knowledge of preventative maintenance programs.

iii. Certifications, Licenses, Registrations:
Hold a valid State of Wisconsin driver's license. Chlorofluorocarbon (CFC) certification is required. Valid boiler operator's license or higher classification stationary Engineers license in the City of Milwaukee (either high or low pressure) is desirable.

iv. Other Requirements:
Be in good physical condition and be able to lift and carry 50 pounds for long periods of time and 100 pounds for short periods. Be able to climb vertical ladders and/or scaffolding. Not be afraid of heights or confined and crawl spaces. Assist with regular and seasonal building and grounds tasks (i.e. snow removal, building winterization and Fall/Spring startups and shutdowns). Accept deliveries, make purchase, assist contractors and respond immediately to building maintenance emergencies. Monitor and operate building automation systems (Trane Ensemble) to control complex heating and cooling systems at efficient levels.

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:

☒	**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.
☒	**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.
☒	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☒	**Crouching:** Bending the body downward and forward by bending leg and spine.
☒	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☒	**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.
☒	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	**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.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☒	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.
☒	**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.
☒	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**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:

☐	**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.
☐	**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.
☐	**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.
☒	**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.
☐	**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:

☐	**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).
☒	**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.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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

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: 90%**

CHECK ALL THAT APPLY:

☐	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☒	**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.)*
☒	**The worker is subject to outside environmental conditions**: No effective protection from weather.
☒	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☒	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☒	**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.
☒	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☒	**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.
☒	**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.
☒	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**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:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☒ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☒ Commercial vehicle	☒ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☐ PC software
☒ Hand tools ***(please list):*** Hammer, wrenches, screw drivers, sockets, tubing cutters, etc.	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☒ Fax ☒ Scanner ☒ Calculator	
☐ Other ***(please list):***	

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.)

Must be a self-starter and must be able to work with minimal supervision.
Must demonstrate quality of work and practice safety procedures.
Must exhibit manual dexterity, resourcefulness and the ability to work independently.
Assist in snow removal activities by shoveling, snow blowing or operating a snow plow.
The position is subject to working weekends and holidays, odd hours and different shifts and is subject to emergency call-in.

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.