



Department of Public Works  
Administration

Jeffrey S. Polenske, P.E.  
Commissioner of Public Works

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

TO: Former City Employees (holding a valid CDL)  
FROM: Dan Thomas, DPW Adm. Services Director  
SUBJECT: Working as a Temporary Employee During Snow Operations  
DATE: March 1, 2019

The Department of Public Works is seeking to supplement its workforce to respond to Snow/Ice Operations. As a result, we are writing to solicit feedback as to whether or not you would be interested in working Snow/Ice Operations during the 2019-2020 snow season (This would typically be between Nov.-April).

In order to be considered you must;

1. Have retired within the last three years (only employees who have separated in "good standing" will be permitted to participate).
2. Must take/pass to a Drug/Alcohol Test upon appointment.
3. Must pass background check.
4. Be a part of the Random testing pool during the period of appointment.
5. Have and maintain a valid CDL during the period of employment.
6. Be willing to accept a CDL or non-CDL assignment as directed by management (ex. assignment could be replacement driver for A Team, B Team, garbage packer plowing, route monitor and new driver mentor). Individuals will not be able to "select a route."
7. Be willing to participate in a "refresher" skills training course.

Other conditions:

1. Must complete I-9 process.
2. You must live within a 15 mile radius of the boundary of the City of Milwaukee
3. You must report within one hour of being called.

4. If you fail to respond to a call you will be removed from the list of eligible employees. One miss may be excused with “cause.”
5. If there is a positive drug /alcohol test you will be removed from the list of eligible employees. You may be deemed ineligible to participate in future years.
6. You will be paid straight time for work performed up to 8 hours regardless of the “start time” of your assignment. Hours worked in excess of 8 hours will be paid at 1.5.
7. You must execute a “Statement of Understanding” related to your placement in a Temporary Appointment. This document will establish and communicate the terms and conditions of your appointment (ex. No vacation/sick leave accrual, no civil service protections, etc.).
8. Any misconduct will result in you being removed from the eligible list. No hearings, grievances or appeal will be permitted.
9. Anyone “removed” from the list of eligible employees for “cause” can be excluded from participating in future years. These situations will be evaluated on a case-by-case basis.
10. Be willing to commit for the entire snow season (Nov. 2019-Apr. 2020)

If interested please provide the following information on or before March 26, 2019  
to : [dan.thomas@milwaukee.gov](mailto:dan.thomas@milwaukee.gov)

1. Full name.
2. Current Address. No P.O. Boxes are acceptable.
3. Current phone number
4. Email address