



**Department of Public Works
Operations Division**

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

Danielle A. Rodriguez, M.B.A.
Director of Operations

May 27, 2021

Makda Fessahaye
Employee Relations Director
Department of Employee Relations
200 East Wells Street, Room 706

SUBJECT: Extension of Temporary Appointment

Dear Ms. Fessahaye:

The Department of Public Works Operations Division is requesting an extension of the temporary appointment of Mr. Jarvis Roberts to the position of Sanitation Supervisor.

Mr. Roberts was temporarily appointed to the position of Sanitation Supervisor on March 21, 2021 to oversee night street sweeping operations. We are requesting an extension from June 25, 2021 through November 27, 2021 for the duration of the night street sweeping and leaf collection operations.

The addition of these night operations requires an additional Supervisor using our auxiliary authority to supervise the equipment operators of these seasonal services. The regular Sanitation Supervisors are assigned to supervise year round services and the added seasonal daytime operations of street sweeping, brush collection, and leaf collection in fall.

Mr. Roberts was selected for this assignment based on a recent eligible list. He has successfully been filling the Sanitation Supervisor position and his past experience as an Operations Worker has assisted him.

Thank you for your consideration.

Very truly yours,

Danielle A. Rodriguez, M.B.A.
Director of Operations

LD:KJ

cc: R. Meyers



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- OPERATIONS-SANITATION	LAST NAME ROBERTS	FIRST NAME JARVIS	INITIAL L	
AUTHORIZED POSITION TITLE SANITATION SUPERVISOR 1AX	PAY RANGE	F&P APPROVAL DATE NA	REQUISITION # 8502	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, REFERRAL # 6018		
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 6/25/2021	ANTICIPATED EXPIRATION DATE 11/27/2021	T.A. RATE OF PAY \$2,248.03	
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: THIS APPOINTMENT IS NEEDED TO OVERSEE THE SEASONAL NIGHT STREETSWEeping OPERATIONS				
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: THE EMPLOYEE WAS SELECTED FROM AN ELIGIBLE LIST AND PREVIOUS INTERVIEWS CONDUCTED				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION:		WORK EXPERIENCE: 5 YEARS EXPERIENCE AS AN OPERATIONS DRIVER WORKER AND 5 YEARS PREVIOUS MANAGEMENT EXPERIENCE		OTHER REQUIREMENTS (i.e. licenses)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURENT DEPARTMENT: DPW-SANITATION	CURRENT POSITION TITLE: OPERATIONS DRIVER WORKER	EMPLOYEE ID NUMBER: [REDACTED]	
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED 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 EXTENTION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER KAYLYN JENNIK	SIGNATURE 	TITLE OPERATIONS SERVICES MANAGER	DATE 5/26/21	
APPROVING OFFICER RICK MEYERS	SIGNATURE 	TITLE SANITATION SERVICES MANAGER	DATE 5/26/2021	
THIS SECTION FOR DER REVIEW				
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

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Roberts, Jarvis		5/26/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Sanitation Supervisor	1AX	\$2,248.03

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

5-26-21

Date Signed

Carl Chapp

Witness Name (Print)

Witness Signature

5/26/21

Jarvis Roberts

Profile

- Ability to independently prioritize responsibilities and tasks in a fast-paced environment
- Demonstrates initiative and follows through on tasks to ensure highly satisfactory results
- Demonstrates patience and ability to focus on the details
- Systems implementation
- Workforce training
- Productivity improvement specialist
- Continuous improvements
- Clerical

WORK EXPERIENCE

Auxiliary Sanitation Supervisor

The City of Milwaukee March 2021-Present

- Motivate, instruct and coordinate garbage/recycling crews, special services crews, as well as other program workers to assure all collection schedules are maintained
- Update and maintain databases for collection, code enforcement and other sanitation related services
- Educate residents on provisions of City ordinances and policies that govern solid waste, recycling and special collections
- Perform multiple office functions using Microsoft Office, including compiling daily reports, writing letters/memos and emails to DPW leadership, elected officials and citizens
- Supervised, trained and evaluated over 12 employees in sanitation industry
- Addressed employee and production issues to determine and implement optimal resolutions, preventing wasted resources and maintaining schedules
- Performed minor equipment repairs to keep jobs on task and notified maintenance department of major machinery failures
- Identified source of equipment malfunctions by using various troubleshooting methods.
- Delegated tasks to multiple employees while maintaining efficient workplace

Resolved team member concerns and problems while facilitating solutions and forwarding complex matters to higher authorities

- Trained, developed and counseled employees to develop high performing team

Auxiliary Sanitation Inspector

The City of Milwaukee August 2020 to March 2021

- Perform code enforcement for various solid waste and snow and ice removal ordinances while representing the City in a highly professional manner
- Provide excellent customer service by educating citizens on applicable codes and practicing non-escalation and de-escalation techniques to avoid and diffuse potential conflict
- Write clean-up orders and post notification tags for nuisance garbage, cart returns, and other violations

- Document violations by taking photos with a digital camera and downloading digital pictures to the City's network
- Keep detailed, accurate and organized records of code enforcement activity.
- Create and maintain various reports and spreadsheets using Microsoft Excel software or other prescribed electronic systems
- Enter code violation and service responses into DPW Work Orders application and refer situations to other responsible departments
- Coordinate with field supervisors for abatement of violations
- Contact citizens and aldermen by phone to resolve service inquiries and related issues
- Represent the Sanitation Section at neighborhood walk-throughs and other public meetings
- Prepare information and documentation to support the Sanitation Section's representation at public hearings of the Judicial & Legislative Committee and Administrative Review and Appeals Board

Auxiliary Yard Staff

The City of Milwaukee, November 2016-2020

- Deliver, repair, and disassemble garbage & recycling carts. Assisting with loading/unloading carts into semi trailers for delivery/transport
- Perform miscellaneous sanitation services such as lawn damage, collecting accident debris, and removing memorials, illegal signs and tires
- Work and help coordinate crews for special event and festival clean up operations such as the Big Bang fireworks and Juneteenth
- Assist with brine production, dispensing and equipment upkeep during de-icing operations
- Monitor and track salt and brine usage
- Assist with salt deliveries by keeping track of paperwork, setting up conveyor and operating front end loader as needed
- Operate snow plows, and assist with attaching plow blades to snow equipment during winter operations
- Opening and closing the yard at the beginning and end of day to ensure security and proper upkeep

Operations Driver/Worker

The City of Milwaukee, September 2016-Present

- Drive collection vehicles
- Collect and load municipal solid waste or recyclable waste, furniture, brush, etc
- Drive trucks of various sizes and types and function as working members of crews
- Make necessary adjustments and minor maintenance on trucks and related equipment
- Monitor and report vehicle maintenance needs
- Operate trucks and special equipment for plowing, salting or other ice control operations
- Operate equipment and assist in leaf clean-up operations
- Operate assigned vehicles safely and load them within legal weight limits
- Perform manual labor such as lifting, pushing and pulling waste carts and other large items such as furniture and brush
- Complete forms for payroll reporting, vehicle maintenance needs, combined collection crew checklist, and residential cart tag notifications
- Handle customer inquiries and complaints in the field

School Safety Assistant

Milwaukee Public Schools August 2013-September 2016

- Dispatched radio messages to other officers and agents of campus
- Followed established protocol regarding notification of campus personnel and patrons in event of emergencies
- Responded to emergency calls regarding illnesses, accidents and disturbances.
- Conducted investigations of incidents, collected physical evidence and interviewed suspects, witnesses and victims
- Managed building access control systems, including lock and unlock protocols with key control
- Enforced institutional rules, regulations and laws regarding student conduct to maintain safe campus
- Investigated disturbances and used proportional and strategic responses to handle different types of issues
- Monitored building and property entrances and exits to detect intrusions and protect assets
- Provided friendly and professional assistance to employees, visitors and customers
- Maintained stamina during long periods of sitting, walking, standing or driving while remaining focused and vigilant
- Warned violators of rule infractions and escorted unauthorized persons off premises
- Monitored and authorized entrance and departure of employees, visitors and other persons

School Bus Driver-Dispatcher

First Student Management - 2005 to 2013

- Followed safety rules as student's board and exit buses or cross streets near bus stops
- Complied with traffic regulations to operate vehicles in a safe and courteous manner
- Maintained order among pupils during trips to ensure safety
- Checked the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything was in working order
- Escorted small children across roads and highways
- Reported any bus malfunctions or needed repairs
- Picked up and dropped off students at regularly scheduled neighborhood locations, following strict time schedules
- Maintained knowledge of first-aid procedures
- Prepared and submitted reports that included the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received
- Read maps and follow written and verbal geographic directions
- Dispatch routes and give out assignments
- Answer calls and handle issues in high stress environment

McDonalds-Supervisor

6631 W North Ave – 2003 to 2005

- Supervising food safety and cleanliness procedures to ensure the team was meeting McDonald's standards
- Communicating effectively with Crew and the next Shift Managers to ensure that all shifts are operating efficiently

- Achieving targets during shifts and helping departments meet their goals
- Taking action to monitor safety, security, inventory and profitability
- Managing Crew schedules and encouraging high performance during their shift
- Providing exceptional customer service and quality food production
- Training new team members on critical job functions

EDUCATION

Wisconsin Lutheran High School - Milwaukee, WI
High School Diploma 06/2003

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service

Commission: _____

Fire & Police

Commission: _____

Finance

Committee: _____

Common

Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 2/4/2020	2. Present Incumbent:	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.			
5. Department: Public Works, Dept. of		Bureau:	Unit:		
		Division: Operations	Section: Sanitation		
6. Work Location: Field Locations		Telephone:	Work Schedule:		
		Email:	Hours: 40+ / Days:		
7. Represented by a Union? NO	8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None			9. FLSA Status: NON-EXEMPT	
10.	Official Title: Sanitation Supervisor		Pay Range	Job Code	EEO Code
			1AX	4370	103
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
	Recommended Title (DER Use Only):				
		Approved by: _____			
		Date: _____			

11. BASIC FUNCTION OF POSITION:

This position supervises crews for refuse and recycling collection, street sweeping, leaf collection, snow and ice control operations and various other duties as directed by the Sanitation Services Manager.

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%	• Instruct and supervise staff to ensure collection schedules and customer service meet or exceed expectations
15%	• Supervise workers performing street sweeping, leaf pick up, snow & ice control and other activities
15%	• Respond to resident, property owner, business agent and aldermanic service requests
10%	• Advise constituents of City ordinances that govern Sanitation operations
10%	• Update and maintain electronic databases for collection, code enforcement and other sanitation services

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	• Other duties as assigned by Sanitation management

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sanitation District Manager

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

Responsibilities are outlined by Sanitation District Managers. Daily work priorities are established in cooperation with Sanitation Area Managers. Independent decision making is required.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **24**.

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)
22	Operations Driver Worker	a,b,c,d,e,h
1	Field Headquarters Coordinator	a,b,c,d,e,h
1	Sanitation Inspector	a,b,c,d,e,h

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

i. Education and Experience:

Bachelor's degree from an accredited college or university is desired. At least two years of field experience in municipal public works activities.

ii. Knowledge, Skills and Abilities:

Ability to deal with the public, elected officials and to handle inquiries and complaints with tact and diplomacy. Good judgment in carrying out departmental policies. Good verbal and written communication skills.

iii. Certifications, Licenses, Registrations:

Possession of a valid Wisconsin motor vehicle operator's license.

iv. Other Requirements:

Ability to work long and irregular hours in response to snow & ice storms, floods and windstorms.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs
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	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"/>	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 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 type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input 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 type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input 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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input 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.
<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 checked="" 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: 30%**

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

F. 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 professional in appearance and conduct. Must be diplomatic, discrete, tactful, and confidential. Must be able to manage multiple priorities and handle stressful periods in a calm calculated manner. Must be willing and able to work additional hours to meet the needs of snow and ice control operations.

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

Signature of Department Head or Designated Representative