

# Milwaukee Water Works

June 14, 2021

Makda Fessahaye  
Employee Relations Director  
Department of Employee Relations  
City Hall Room 706

RE: Exempt Status: Water Quality Manager

Dear Ms. Fessahaye:

The Milwaukee Water Works (MWW) respectfully requests the position of Water Quality Manager (PR 1KX) be granted exempt status. The incumbent, Dr. Lucas Beversdorf, has accepted an Assistant Lab Director position with the Milwaukee Health Department and will be resigning in July. The Water Quality Manager leads and directs the staff and operations of MWW's Certified Water Quality Section, and reports directly to the Superintendent and Administration Manager.

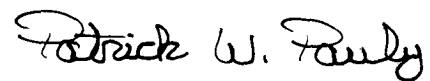
The Section is responsible for the following: monitoring the water treatment process and water laboratory results to ensure production of the highest quality water, which meets or exceeds all federal, state and local guidelines, rules and regulations; establishing, monitoring and periodically updating water quality monitoring programs for unregulated and emerging contaminants; identifying research needs and projects for both water treatment plants and the distribution system; and implementing studies in support of these functions.

MWW is requesting exempt status for the Water Quality Manager position due to the necessity to share a common vision with the Superintendent, the executive level responsibilities, and the high profile of this position. This position oversees the tracking of drinking water quality through sampling and analysis of approximately 500 possible contaminants from Lake Michigan raw water through the water treatment process to taps in the distribution system. The Water Quality Manager will also be critical to maintain state certification of the water quality laboratory; oversee an ongoing Corrosion Control Treatment Study to evaluate the optimal orthophosphate concentration required to reduce lead concentrations in water at the tap; and develop sampling and analysis protocols to ensure continued compliance with the Lead and Copper Rule as the United States Environmental Protection Agency moves forward with revisions to be in effect in 2024.

This position is similar in standing to the DPW Engineer in Charge (PR 1KX) positions, which currently have exempt status. MWW intends to conduct an external recruitment utilizing DER services to select a candidate. The Water Quality Manager job description and organizational chart are attached. There are four other positions in the Milwaukee Water Works that are exempt from civil service: Water Works Superintendent (1OX), Water Works Administration Manager (1MX), Water Systems and Project Manager (1DX), and Water marketing Specialist (1FX). As with the Water Quality Manager these positions work directly with the Superintendent to ensure the utility continuously provides safe, high-quality drinking water that meets or exceeds U.S. Environmental Protection Agency (EPA), the Wisconsin Department of Natural Resources (DNR), and the Wisconsin Department of Health Services (DHS) regulations.

If you need additional information, please do not hesitate to call me at x-2802.

Very Truly Yours,

A handwritten signature in black ink that reads "Patrick W. Pauly". The signature is written in a cursive, flowing style.

Patrick W. Pauly, P.E.  
Water Works Administration Manager

PWP:ah

Enclosures: 2

CC: K. Dettmer, A. Hefter, D. Thomas, K. Urban, K. Biernat



## Department of Employee Relations

**Tom Barrett**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** June 17, 2021

**RE:** Request from the Milwaukee Water Works (MWW) to **exempt** one position of Water Quality Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Water Quality Manager	1	1KX (\$85,757-\$120,063)

Please find attached a request from Water Works Administration Manager Patrick Pauly requesting exemption of the position of Water Quality Manager. Mr. Pauly has included a job description and an organizational chart with this request.

The Water Quality Manager is a position within the MWW's Water Quality Section that requires a great deal of scientific expertise. Working closely with state agencies, the Water Quality Manager monitors the water quality treatment process and laboratory results to ensure Milwaukee's water quality meets or exceeds all federal, state and local guidelines, rules and regulations. As described in the request letter from Mr. Pauly, the Water Quality Manager is critical to maintaining the state certification of the water quality laboratory. The incumbent will oversee an ongoing corrosion Control Treatment Study to evaluate the optimal orthophosphate concentration required to reduce lead concentration in tap water and to develop sampling and analysis protocols to ensure continued compliance with the Lead and Copper Rule as the US Environmental Protection Agency (EPA) moves forward with revisions to take effect in 2024.

This position requires knowledge of organizational, EPA and Department of Natural Resources rules in order to provide, monitor and maintain a utility-wide focus on providing healthy, safe, reliable water that always meets or exceeds regulatory requirements. The Water Quality Manager must also be an expert in all phases of water treatment, including physical, microbiological and chemical treatment methods, as well as a knowledge of laboratory procedures relative to water testing and treatment and the effects of contaminants and toxic substances.

When the Staffing Division last recruited for the Water Quality Manager position in 2017, the requirements included a master's degree in chemistry, biology, environmental science or a related field and five years of experience in laboratory applied science, drinking water quality monitoring and

compliance, wastewater or drinking water program compliance, including four years of experience managing staff as a laboratory manager or supervisor.

While I appreciate that the Water Quality Manager provides scientific policy direction and recommendations to the Superintendent and is a critical member of the Superintendent's leadership team, I do not believe that this position qualifies for exemption as articulated in the Commission's Policy and Procedure Statement relating to Exempting Positions from Civil Service (here attached). In addition, the incumbent should be unhindered by the political process in applying his/her scientific knowledge and expertise to ensure high-quality drinking water for our residents. Should the incumbent disagree with management relative to the application of those scientific concepts, s/he should not be subject to removal without due process. This is the essence of why positions like this one are afforded civil service protection.

Based upon the information above, I do not recommend approval of the request that this position be exempt from Civil Service.

Please contact me at 414.286.8643 should you have additional questions.

**POLICY AND PROCEDURE STATEMENT  
RELATING TO EXEMPTING POSITIONS FROM CIVIL SERVICE**



**DEPARTMENT OF EMPLOYEE RELATIONS  
CITY OF MILWAUKEE**

**March 20, 2015**

**(Approved by the Board of City Service Commissioners on March 24, 2015)**



The City Service Commission is committed to merit-based civil service hiring. A merit system provides an equitable, objective process for selection on the basis of demonstrated ability and protection of individual rights through safeguards against arbitrary treatment and political influence.

Wisconsin Statute §63.27 provides for two types of exempt positions: 1) positions that are specifically enumerated under Section §63.27 as exempt; and, 2) positions exempted through the discretionary power granted the Commission.

Under the discretionary power afforded it in Wisconsin Statute §63.27, the City Service Commission has the authority to determine, based on its judgment, those positions which cannot for the time being, be subjected to the rules of the City Service Commission and should therefore be exempted "with advantage to the public service" from their rules. Persons holding exempt appointments are not part of the classified service and are not affected by civil service law and Commission rules while they serve in the exempt position.

The Commission reviews requests to exempt positions on a case-by-case basis. Since the City Service Commission's statutory authority only allows it to exempt positions "for the time being," a position that has been exempted by Commission action returns to the classified service once vacated. Therefore, once an exempt position is vacated, the appointing authority must make a new request to the Commission if it believes that the conditions warranting exemption still exist. The Commission will consider the new request and determine whether the position should continue to be exempt. All exempt positions are reviewed by the Commission on an annual basis.

The Commission believes in filling positions through a merit-based civil service process unless sound rationale exists for exempting them from that process. Requests for exemptions from appointing authorities shall clearly specify and include the following information:

- The reason(s) for the request – In all instances the burden of proof for justifying the exemption shall rest with the appointing authority.
- The procedures which will be used for recruitment and selection if the exemption is granted.
- A current job description for the position.
- A listing of all other exempt positions and corresponding pay ranges within the Department.
- A Departmental organizational chart depicting the level of the position and where it fits in the organizational structure.

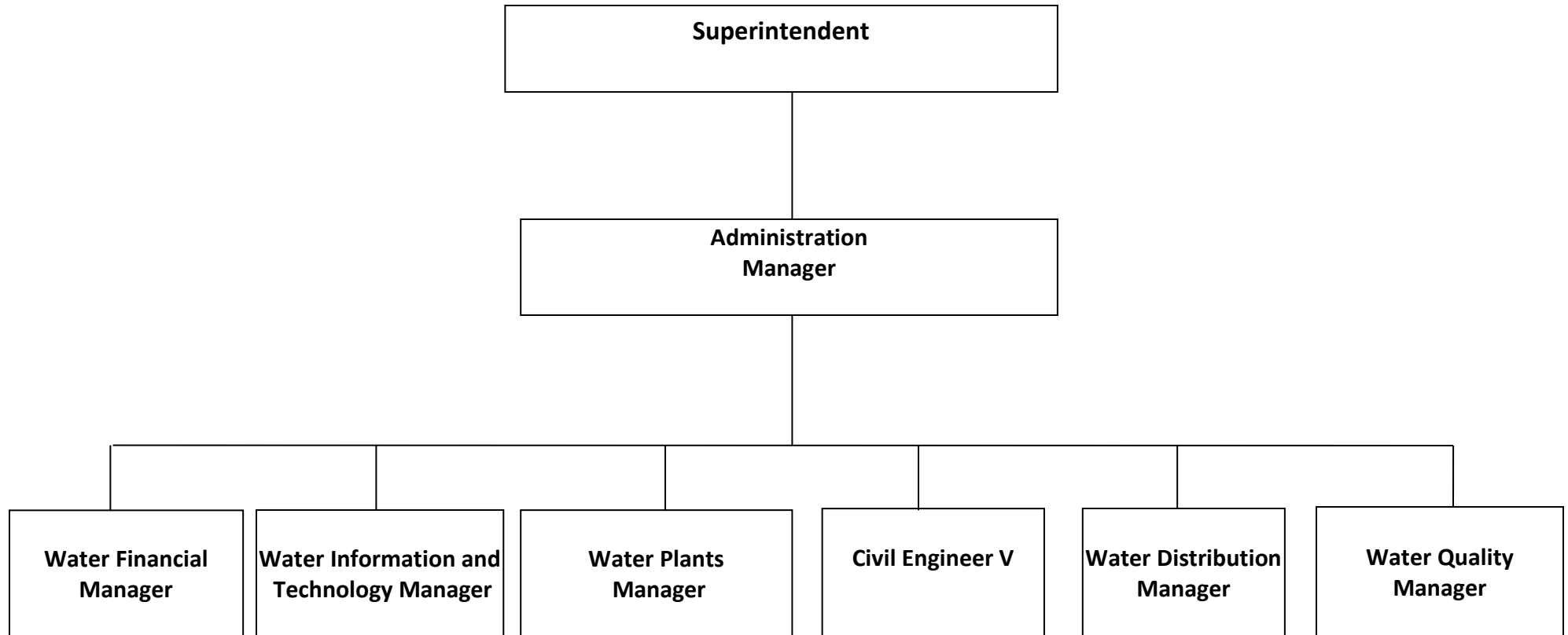
Once an exemption is granted by the Commission, the person appointed is not subjected to or "affected as to their election, selection or appointment by rules made by the Commission," thus, an employee in an exempt position is an "at will" employee while serving in the position and does not have a "property right" to the exempt position. A person holding an exempt appointment serves at the pleasure of the appointing authority and cannot transfer or be appointed/promoted to a position in the city service. However, regularly appointed employees may under City Service Rule X be granted a leave of absence to accept a position of honor or trust in the service of the City of Milwaukee, the County of Milwaukee, the State of Wisconsin or the United States.

The conditions under which the Commission considers exempting positions and examples of positions that have been exempted under each category are summarized below.

- The position requires confidentiality and sensitivity and commitment to the strategic position of an elected or public official;  
*Example: Special Assistant to the City Attorney, Long Range Planning Manager*
- The position is significantly involved in providing policy advice to a public official;  
*Example: Legislative Fiscal Manager Sr*
- The position requires confidentiality related to the need to represent and act as a spokesperson for a public official;  
*Example: Public Information Officers in Health, Library, and DPW.*
- The position reports directly to an elected official and personal loyalty or political compatibility are necessary;  
*Example: Executive Assistant to the Comptroller*
- The position necessitates an immediate appointment to address an urgent community need which would not be feasible under Civil Service appointment procedures;  
*Example: In-Rem Property Manager (during the foreclosure crisis)*
- The position or its funding is of a limited or uncertain duration;  
*Example: Library Construction Project Manager*
- The position requires a mechanism to commence or terminate employment based on funding guidelines;  
*Example: Temporary Office Assistants in the Election Commission*

These examples are not meant to be all inclusive. They are provided as a general frame of reference for appointing authorities to consider when deciding to make a request for exemption. Considerations for the exemption of a position may go beyond the scope of what has been identified above. The City Service Commission reserves the right to determine if the rationale for a request is consistent with the applicable statutory provisions.

## Section Managers



# JOB DESCRIPTION

## FOR PER 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. <b>Date Prepared/Revised:</b> 6/12/2019		2. <b>Present Incumbent:</b> Lucas Beversdorf, PhD		Is incumbent underfilling position? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> <b>E3</b> If YES, Indicate underfill title in box 10	
3. <b>Date Filled:</b> 1/8/2018		4. <b>Previous Incumbent:</b> Rudy Gjisen			
5. <b>Department:</b> Public Works		<b>Bureau:</b> <b>Division:</b> Waterworks		<b>Unit:</b> 6415 <b>Section:</b> Water Quality	
6. <b>Work Location:</b> 3000 N Lincoln Memorial Dr.		<b>Telephone:</b> 286-2226 <b>Email:</b> lbevers@milwaukee.gov		<b>Work Schedule:</b> Days: Mon-Fri / Hours: 7:00 a.m.-3:30 p.m.; subject to call-in	
7. <b>Represented by a Union?</b> Yes <input type="checkbox"/> <b>NOK</b>		8. <b>Bargaining Unit:</b>		9. <b>FLSA Status</b> <b>Exempt</b> <input type="checkbox"/> <b>Non Exempt</b> <input checked="" type="checkbox"/> <b>A</b>	
10.	<b>Official Title:</b> Water Quality Manager			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable)</b>			1KX	4A
	<b>Requested Title if applicable:</b> Water Quality Manager				
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>	
				<b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION

The Water Quality Manager leads and directs the staff and operations of the Milwaukee Water Works (MWW) Certified Water Quality section; Provides vision and leadership to chart the strategic direction of the laboratory in collaboration with federal and state agencies; Monitors the water treatment process and water laboratory results to ensure production of the highest quality of water that meets or exceeds all federal, state and local guidelines, rules and regulations; Establishes, monitors and periodically updates water quality monitoring programs for unregulated and emerging contaminants based on and consistent with current trends in the water industry. The Water Quality Manager and staff identify research needs and projects for both water treatment plants and the distribution system, and implements studies, collects samples and prepares reports in support of these functions.

## 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	<ul style="list-style-type: none"> <li>Direct the overall operations of the Water Quality laboratories to provide water treatment process control and applied research. Maintain USEPA and WDNR Chemical Drinking Water and Wisconsin Department of Agriculture Microbiological Certifications. Manage, develop and implement new standard operating procedures to ensure advanced water quality monitoring and compliance of the utility. Manage water quality testing and data reporting for Lead Service Line Replacement program. Ensure proper and accurate</li> </ul>

The above statement 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 task required of the position.



% of Time	ESSENTIAL FUNCTION
	documentation to meet regulatory requirements and to maintain data stores. Consult and advise Water Plant, Distribution, and Engineering Managers to optimize water treatment processes and monitoring to ensure safe, high quality regulatory compliant water at all times. Assist other MWW sections with regulatory reporting, including the annual Consumer Confidence Report. Direct all water quality testing and reporting required by the Partnership for Safe Water.
25	<ul style="list-style-type: none"> <li>Plan, direct and monitor applied research activities to achieve continuous improvement in water treatment involving source of supply, treatment techniques, chemical application and other areas affecting water quality. Coordinate research activities among staff, other section staff, and/or other departments and/or agencies. Review study processes and results for publication, review, presentation and/or distribution of study findings. As a member of the Water Work's senior management team, advise the Superintendent on plant operations related to chemical dosing guidelines, disinfection protocols, and pumping as it relates to water quality and distribution requirements.</li> </ul>
15	<ul style="list-style-type: none"> <li>Review Plant data for accuracy. Review monthly reports, ensure accuracy and compliance. Submit monthly, quarterly, and annual reports on time and complete to regulatory agencies such as Wisconsin Department of Natural Resources (DNR), United States Environmental Protection Agency (EPA), State Laboratory of Hygiene. Report to City of Milwaukee officials as requested, including semi-annual Lead Service Line Replacement reports. Undergo regularly audits as required by DNR and EPA Certification.</li> </ul>
10	<ul style="list-style-type: none"> <li>Respond to and manage water quality issues and concerns by enacting regulatory processes including emergency preparedness procedures. Ensure all regulatory compliance processes are followed and reported. Provide key information to superiors as well as plant managers, health department, public information officer, and regulatory agencies as required to meet the needs of the particular situation. Establish new MWW monitoring procedures related to emergency protocols as needed. Maintain control of all water quality non-compliant issues until resolved. Maintain a high level of customer service, including prompt and clear water quality testing for customers. Provide customer service training to other sections as it relates to water quality calls.</li> </ul>
5	<ul style="list-style-type: none"> <li>Provide section leadership by setting goals, hiring high-skilled and well-educated staff, staying ahead of water quality research and emerging trends and issues, and monitoring section compliance and results. Provide training and proficiency testing for other sections. Participate in community events.</li> </ul>
5	<ul style="list-style-type: none"> <li>Perform liaison activities with the EPA, DNR, Engineering, Milwaukee Health Department, MMSD, and other external entities regarding water quality issues. Key member of the Interagency Clean Water Advisory Council and MHD Laboratory System Improvement Program - prepare and present reports and studies in collaboration with and for the groups. Act as Superintendent's and/or Administration Manager's designee when requested. Presented information relating to water quality and lead to standing committees of the Common Council and interested stakeholders.</li> </ul>
5	<ul style="list-style-type: none"> <li>Prepare annual O&amp;M budget requests. Monitor and control expenditures and submit recommendations for capital improvements. Plan and purchase technical water quality instruments. Provide a vision for the Water Quality Section to address future drinking water and public health concerns.</li> </ul>

#### B. PERIPHERAL DUTIES

% of Time	ESSENTIAL FUNCTION
5	<ul style="list-style-type: none"> <li>Fulfill the duties of the weekend duty manager as assigned.</li> </ul>

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

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## Water Works Superintendent and Water Works Administration Manager

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

Frequent communication, both verbal and written, with the Superintendent and Administration Manager to set priorities, respond to critical situations, and consult on personnel-related issues. Exercise independent judgment to maintain effective and efficient Water Quality section productivity and outcomes. Occasional, both verbal and written, with Alderpersons, City of Milwaukee Committees, and Office of the Mayor.

- E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **23**

**Direct Supervision:** List the number and title 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)
1	Water Quality Operations Manager	a-h
1	Quality Assurance Specialist	a-h
1	Water Chemist Project Leader	a-h
1	Lead Water Microbiologist	a-h
1	Water Quality Analyst	a-h
1	Water Microbiologist-Senior	a-h
1	Water Microbiologist	a-h
4	Lead Water Chemist	a-h
10	Water Chemist	a-h
2	Water Laboratory Technicians	a-h

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

- Education and Experience:**  
Bachelor's degree in Chemistry or Environmental studies with a minimum of five years' experience relating to laboratory applied science, water quality monitoring and compliance, environmental monitoring and/or program compliance. Requires a minimum of four years' experience as a laboratory manager or supervisor. Background in regulatory compliance and setting compliance monitoring programs and schedules in place is essential. Requires a strong background in the sciences and research. Masters degree and PHD desirable.
- Knowledge, Skills and Abilities:**  
Knowledge of organizational, EPA and DNR rules and regulations to provide, monitor and maintain utility-wide focus on providing healthy, safe, reliable and aesthetically pleasing water that always meets all regulatory requirements. Must have knowledge of all phases of water treatment including physical, microbiological and chemical treatment methods. Knowledge of laboratory procedures relating to water testing and treatment, and the health effects of contaminants and toxic substances in drinking water. Must have strong leadership and supervisory skills. Must have excellent verbal and

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written communication skills and ability to work comfortably in front of and with large groups. Ability to analyze problems and instruct employees in analytical methods and testing procedures.

iii. Certifications, Licenses, Registrations:

Registration and/or membership in various affiliated organizations are required after hire and throughout employment. Ability to obtain DNR Municipal Surface Water Supply Operation Certification within 10 months of hire. Valid Wisconsin driver's license is required continuously throughout employment.

iv. Other Requirements:

Must have excellent analytical skills and ability to problem solve. Must be able to respond to emergency situations in a calm manner and maintain control of the situation to its conclusion. Ability to manage difficult customers diplomatically and interact with outside agencies as needed to meet the needs of the utility. Must respond to after-hours emergencies as needed.

### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The American 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"/>	<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 checked="" 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.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" 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 hand and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" 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 checked="" 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.

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<input checked="" 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 checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" 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 checked="" 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 legs 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 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds 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 object.

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

**CHECK ONE:**

<input checked="" 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 deal 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 shift, etc. **Approximate Percentage of time performing field work: 10%**

**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).
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<input checked="" 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> Temperature 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 hazard:</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 subject 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 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 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 checked="" type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

**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 dedicated to good science practices, methods and standards. Must be ethical in following all mandated rules and regulations. Must always meet strict compliance deadlines. Must be diplomatic and caring with customers. Must be able to stay calm and centered during stressful or emergency situations and think logically and problem solve in a productive manner. Must be professional and courteous in appearance and performance.

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



6-12-19

Signature of Department Head or Designated Representative

*The above statement 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 task required of the position.*