



**Department of Public Works
Operations Division**

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

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

June 28, 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. Blake Becker to the position of Fleet Repair Supervisor.

Mr. Becker was temporarily appointed to the position of Fleet Repair Supervisor on April 19, 2021 to July 3, 2021 to supervise second shift fleet repair operations at the Central Repair Garage. Mr. Becker was selected for this assignment based on a recent Rule IV Section 9 posting. He has successfully been filling the Fleet Repair Supervisor position and his past experience as a Vehicle Service Technician has assisted him.

We are requesting an extension retroactively from July 3, 2021 through October 16, 2021 to continue having an onsite supervisor. We have requested an additional Supervisor position as part of the budget process, which would lead to a regular appointment once approved.

Thank you for your consideration.

Very truly yours,

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

LD:KJ

cc: L. Fischer
D. Thomas





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 - FLEET	LAST NAME BECKER	FIRST NAME BLAKE	INITIAL H	
AUTHORIZED POSITION TITLE FLEET REPAIR SUPERVISOR 1DX	PAY RANGE	F&P APPROVAL DATE NA	REQUISITION # 8487	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" 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 7/3/2021	ANTICIPATED EXPIRATION DATE 10/16/2021	T.A. RATE OF PAY \$2,619.31	
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 position is needed to provide direct supervision of second shift repair staff at Central Garage to maintain core department services until a regular appointment can be made.				
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: Mr. Becker was selected from a Rule IV Section 9 position. Mr. Becker was selected based on interview, job history, and experience.				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: Fork Lift Certified		WORK EXPERIENCE: 5 years experience as a Vehicle Service Technician		OTHER REQUIREMENTS (I.e. licenses) Class B CDL with air brakes
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT: DPW/OPERATIONS-FLEET	CURRENT POSITION TITLE: VEHICLE SERVICE TECHNICIAN	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 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 LONNIE FISCHER	SIGNATURE 	TITLE FLEET SERVICES MANAGER	DATE 06-08-21	
APPROVING OFFICER DANIELLE RODRIGUEZ	SIGNATURE 	TITLE DIRECTOR OF OPERATIONS	DATE 6/8/21	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY: Karen Bierna	SIGNATURE [Signature]	TITLE Admin. Serv. Coord.	DATE 7.2.2021	



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
Becker, Blake		6/8/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Fleet Repair Supervisor	1DX	2,619.31

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

6/8/21
Date Signed

 Ken Radomski
Witness Name (Print) Witness Signature

6/8/2021

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: 1/20/2021	2. Present Incumbent:	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent: JOEL LIERMAN	If YES, indicate underfill title in box 10.		
5. Department: Public Works, Dept. of		Bureau: OPERATIONS Division: FLEET SERVICES	Unit: FLEET SERVICES Section: REPAIRS	
6. Work Location: 2142 W. CANAL ST.		Telephone: 286-2740,2750 Email:	Work Schedule: Hours: 1 st / Days: Mon-Fri	
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: FLEET REPAIR SUPERVISOR	Pay Range 1DX	Job Code 4419	EEO Code 103
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

SUPERVISION OF PERSONNEL ENGAGED IN EQUIPMENT REPAIRS IN THE HEAVY EQUIPMENT AND LIGHT EQUIPMENT REPAIR DIVISION.

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
40%	• ASSIGN AND DIRECT THE WORK OF VARIOUS CLASSES OF VEHICLE SERVICE TECHNICIANS, ALONG WITH OTHER SKILLED CRAFT AND MAINTENANCE WORKERS, AT VARIOUS LOCATIONS AND ON ALL SHIFTS.
20%	• DIRECT JOB LAYOUT, ESTABLISH PROCEDURES, INSPECT WORK IN PROGRESS, APPROVE REPAIRS, MAINTAIN BUDGETARY CONTROLS.
20%	• GENERAL SHOP OPERATION INVOLVES THE CARE AND MAINTENANCE OF ALL CITY OWNED EQUIPMENT AND PROPERTY CONNECTED WITH THE SECTION; IMPROVING EFFICIENCY AND PRODUCTIVITY; ENFORCEMENT OF DPW WORK RULES, DEPARTMENTAL POLICIES, SAFE WORK PROCEDURES; AND AVAILABILITY FOR DUTY IN SNOW AND ICE CONTROL AND OTHER EMERGENCIES.
20%	• OTHER DUTIES AS ASSIGNED.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

FLEET REPAIR SUPERVISOR SR, PATRICK POWERS, ALLEN BARTELL, JUSTIN GROESCHEL

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

UNDER DIRECT SUPERVISION OF FLEET REPAIR SUPERVISOR SR. AND FLEET SERVICES MANAGER.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **69**.

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	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)
53	Vehicle Serv Technicians	a,b,c,d,e,h
4	Field Service Technicians	a,b,c,d,e,h
4	Garage Attendants	a,b,c,d,e,h
2	Auto Body/Painters	a,b,c,d,e,h
5	Fleet Services Welders	a,b,c,d,e,h
2	Fleet Service Writer	a,b,c,d,e,h
1	Machinery Repair Person	a,b,c,d,e,h
1	Automotive Electrician	a,b,c,d,e,h
1	Special ME Laborer	a,b,c,d,e,h

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

i. Education and Experience:

- ii. Five years of experience as a Vehicle Service Technician or equivalent; at least two years of which are in a fleet repair operation.

iii. Knowledge, Skills and Abilities:

Ability to work on computer terminals needed. Broad knowledge of mechanics, hydraulics, vehicle maintenance and repair. Ability to manage personnel. Ability to communicate clearly and

effectively and interact tactfully with others. Ability to function effectively under stress.

iv. Certifications, Licenses, Registrations:

- v. A valid Commercial Driver License, Class A or B without the air brakes restriction within six months of appointment.

vi. Other Requirements:

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 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 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 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 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 type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input 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 checked="" 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 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 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:** _____%

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 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 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.)
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<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" 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 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):	

- 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.)

This is a key position within Operations-Fleet Services for coordinating timely fleet equipment repair and maintenance. This position directs the daily activities of highly trained and experienced repair staff workers at all levels of expertise, to provide a safe and effective fleet of specialized vehicles and equipment for the delivery of City services during routine and emergency operations.

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

Signature of Department Head or Designated Representative