



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 30, 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. Craig Burnett to the position of Urban Forestry Crew Leader.

Mr. Burnett was temporarily appointed to the position of Urban Forestry Crew Leader on April 4, 2021 to July 4, 2021. He has successfully been filling the Urban Forestry Crew Leader position and his past experience as an Urban Forestry Specialist has assisted him.

We are requesting an extension retroactively from July 3, 2021 through October 16, 2021. The position was posted by the Department of Employee Relations as an internal transfer/promotional opportunity on March 25, 2021 and closed on April 21, 2021. We will end the temporary appointment when a regular appointment can be made.

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-FORESTRY	LAST NAME BURNETT	FIRST NAME CRAIG	INITIAL S
AUTHORIZED POSITION TITLE URBAN FORESTRY CREW LEADER 7IN	PAY RANGE	F&P APPROVAL DATE 11/17/2020	REQUISITION # 8245
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 7/4/2021	ANTICIPATED EXPIRATION DATE 10/16/2021	T.A. RATE OF PAY \$2,039.16
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: Mr. Burnett is filling one of two current UFCL vacancies while a new eligibility list is created. This appointment is necessary to perform and 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: Without a current eligible list, employees were asked to submit their names if interested in a temporary appointment and if they intended to apply for the regular position. This group was reviewed by senior management to determine the top candidates who were then asked to submit a resume. Job history, experience, initiative, and supervisor/crew leader feedback were evaluated along with resumes.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:	WORK EXPERIENCE: Urban Forestry Specialist 7/2012-present	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, CURRENT DEPARTMENT: DPW/OPERATIONS-FORESTRY	CURRENT POSITION TITLE: URBAN FORESTRY SPECIALIST	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 RANDY KROUSE	SIGNATURE 	TITLE FORESTRY SERVICES MANAGER	DATE 6/29/21
APPROVING OFFICER DANIELLE RODRIGUEZ	SIGNATURE 	TITLE DIRECTOR OF OPERATIONS	DATE 6/29/21
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Karen Biernat Orig. T.A. 4.4.21 - 7.3.21	SIGNATURE Karen Biernat	TITLE Admin. Serv. Coord.	DATE 6.30.21



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

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
Burnett, Craig		7-6-21
POSITION TITLE	PAY RANGE	RATE OF PAY
Urban Forestry Crew Leader	7IN	\$2,039.16

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

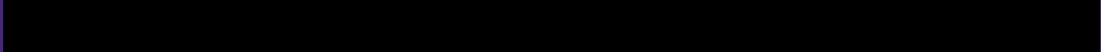
7.7.2021
Date Signed


Witness Name (Print)


Witness Signature

Craig Burnett

I am an experienced arborist for the city of Milwaukee. Through the many years I have worked for the City of Milwaukee Urban Forestry department I have developed many skills such as training new employees, Leadership and or operating special forestry heavy equipment. All positions that are hand picked by forestry management.



WORK EXPERIENCE

Dorshack Family Tree Service — Tree Specialist

11/2011 to 07/2012, Milwaukee,WI

City of Milwaukee Urban Forestry — Urban forestry Specialist

07/2012 to Present, Milwaukee,WI

EDUCATION

MHSA — GED

08/2000 to 06/2003

JOB DESCRIPTION

FOR DER 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. Date Prepared/ Revised: 11/2/2011		2. Present Incumbent: Standard		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Public Works, Dept. of			Bureau: Division: Operations		Unit: Environmental Services Section: Forestry
6. Work Location: Various			Telephone: Email:		Work Schedule: Hours: 7:00 a.m. - 3:30 p.m. / Days: Monday -Friday
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: District Council 48 If in District Council 48, which local? 33			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Urban Forestry Crew Leader				Pay Range 282	Job Code 1005
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: _____ Date: _____	

11. BASIC FUNCTION OF POSITION:

This position provides first-level supervision and on-the-job training for all work activities associated with the planting, maintenance and removal of trees, landscape plants, and turf growing on City greenspaces. This position also provides emergency response to windstorms, ice storms, snow and ice control operations, and irrigation leaks.

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	Plans, organizes, supervises, and performs field activities include planting, maintenance and removal of trees, shrubs, flowers and turf on all city greenspace; and construction, pest control, repair and maintenance of irrigation systems. Provides inspection of work in progress and work completed work assignments.
10	Enforces the Division's work rules and safe work rules and procedures
10	Performs emergency response services during windstorms, snow and ice control operations, and for irrigation leaks. Snow and Ice control operations include plowing and salting on city streets, clearing parking lots and sidewalks, and intersections, using mechanical and manual methods Subject to emergency call-out 24 hours a day..
5	Coordinates and performs on-going training for Urban Forestry Specialist Trainees, Urban Forestry Specialists and Laborers at work sites to insure safe, knowledgeable and efficient job performance. Compiles accurate training records
10	Plans, monitors, and assists in surveys and notification for citizen and aldermanic service requests, code enforcement on private property
5	Prepares, compiles and maintains accurate daily and bi-weekly work progress records, safety, pesticide usage records, and accident or injury reports.
10	Operates and supervises the use of power equipment including, large vehicles such as hi-lifts and dump trucks, specialized power equipment and hand equipment such as mowers, stump grinders, skid loaders, chainsaws, chippers, trenchers/backhoe/loader, pipe pullers, various types of sprayers and other motorized equipment used in the industry.
5	Utilizes varuiouos computer software and hardware devices such as tablet PC's, field data recorders, etc. to

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

% of Time	ESSENTIAL FUNCTION
	update and maintain street tree and other computerized resource field inventory records, resolve citizen 50and aldermanic requests and complaints, perform code enforcement activities, and schedule, coordinate and record work activities completed.
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Other duties as assigned
	•
	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Urban Forestry Manager

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

Duties are assigned daily by the Urban Forestry Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **1-15**.

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:

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)
1-12	Urban Forestry Specialists and/or Laborers	a,b,c,d,e, h (corrective action up to a written warning)
1-3	Municipal Equipment Operators	a,b,c,d,e

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

i. Education and Experience:

At least four (4) years experience in urban forestry, forestry, arboriculture, or horticulture. Completion of degree program related to arboriculture or horticulture at either the two or four year level is highly desirable.

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- ii. Valid Wisconsin Class B Commercial Drivers License
- iii. Valid Wisconsin Commercial Pesticide Applications Licence and certification in category 3.0 (Turf and Landscape) within 6 months of hire.
- iv. ISA Arborist Certification highly desirable
- v. Knowledge, Skills and Abilities:
Ability to become proficient utilizing and updating street tree inventory and work records software and field data collection devices, and Call Center, code enforcement and computer mapping/database applications utilized by forestry. User level proficiency in Microsoft Office applications (Word, Excel).
- vi. Proficient knowledge of governmental regulations and governing industry standards for arboricultural and landscape work.
- vii. Proficient knowledge of the modern principles and practices of aboriculture and landscape management.
- viii. Proficient knowledge of the tools, terminology, equipment and materials used in arboriculture including tree climbing and rigging systems, tree planting, pruning, structural support systems, and tree and stump removal
- ix. Basic knowledge of modern tree anatomy and physiology as it relates to current arboriculture practices
- x. Basic knowledge of office computers and standard office software applications.
- xi. Effective interpersonal, communication, and technical skills
- xii. Ability to train, supervise, discipline, motivate, evaluate, and coach employees
- xiii. Ability to respond diplomatically to inquiries and complaints from the public, elected officials, and other departments and sister agencies.
- xiv. Ability to communicate effectively with employees and citizens, both orally and in writing
- xv. Ability to identify common tree and landscape plant species, and signs and symptoms of common insects and diseases
- xvi. Ability to actively participate and supervise employees engaged in emergency operations to ensure safe work practices and procedures are followed.
- xvii. Ability and availability to participate in general ice control and snow removal operations including operation of large plow and salt trucks, skid loaders, end loaders, tractors, and snow blowers
- xviii. Certifications, Licenses, Registrations:
Valid State of Wisconsin Class B Commercial Drier's Licence at time of appointment; Appointed person must obtain Wisconsin Pesticide Applicators license in category 3.0 (Turf & Landscape) within 6 months of appointment. ISA Certified Arborist designation highly desirable.
- xix. Other Requirements:
This position requires an individual who is well organized and possesses a high level of technical competence, supervisory abilities, effective writtten and oral communication skills, and strong interpersonal skills. The position is also subject to emergency call-out twenty-four (24) hours a day.

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 checked="" 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 checked="" 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 checked="" 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.

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<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" 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 checked="" 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 checked="" 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 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 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 checked="" 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 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

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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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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 checked="" 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 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 checked="" type="checkbox"/> Hand tools (please list): Chain saw, leaf blowers, string trimmer, climbing and rigging equipment	
<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 checked="" type="checkbox"/> Other (please list): Vehicles (autos & trucks), Skid-Loader, chipper, lift truck, stump grinder, commercial mowers, trailers	

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.)

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

Signature of Department Head or Designated Representative

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