



**Department of Public Works
Administration**

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

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

September 8, 2021

Makda Fessahaye
Employee Relations Director
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Re: Extension of Probationary Period Request (Electrical Worker): Runke, Timothy

Dear Ms. Fessahaye:

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Mr. Timothy Runke, an Electrical Worker, for an additional 3 months.

Mr. Runke has not obtained the Commercial Driver's License A Endorsement. He is performing at an acceptable level in other areas of his job requirements.

In order to pass probation, Mr. Runke should be able to meet the following goal:

1. Obtain a Commercial Driver's License A Endorsement within 90 days.
2. Follow through on assigned work tasks and duties.

A Report on Probationary Service, the job posting Mr. Runke applied to showing the A Endorsement listed and a Performance Improvement Plan are all included with this letter.

If you have any questions, please contact me at 414-286-3307.

Sincerely,

DocuSigned by:

Dan Thomas

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Dan Thomas M.P.A., J.D.

DPW Administrative Services Director

C: File



CS-58
r. 04.07.17

REPORT ON PROBATIONARY SERVICE

Board of City Service Commissioners

DER REPORT NO.

INSTRUCTIONS: Complete this form and return the original to the Department of Employee Relations – Pay Services Section before the end of the probationary period. Refer to Civil Service Rule VIII, Section 8 – Probationary Periods.

Copy to:

- Employee
- Department

1. Employee's Name (First, MI, Last) TIMOTHY LEE RUNKE		2. Employee ID 029756													
3. Job Title ELECTRICAL WORKER		4. Department/Division 5237													
5. Appointment Date 3/21/2021		6. Date Probationary Period Ends 9/21/2021 or six months actual service													
7a. Complete First Review by: 6-21-21		8a. Complete Second Review by: 9-21-21													
7b. Enter Factor Rating: (O, EJR, MJR, BJR, U)		8b. Enter Factor Rating: (O, EJR, MJR, BJR, U)													
PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS MJR		PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE BJR DEPENDABILITY BJR INTERPERSONAL RELATIONSHIPS MJR													
7c. Supervisor's Comments: Doing Good Continue to Learn Still need "A" license		8c. Supervisor's Comments: Still need CDL "A" Continue to Learn.													
7d. Employee's Initials/Date [Signature] 7/7/21		8d. Employee's Initials/Date													
9d. Employee's Initials/Date		9c. Supervisor's Comments:													
<p>Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples that describe performance at the MEETS JOB REQUIREMENTS level. These are provided as reference points for evaluating performance. Indicate your rating for each factor by entering the appropriate letters (O, EJR, MJR, BJR, U) in the boxes in items 7b through 9b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED). Comments should be recorded in the boxes in items 7c through 9c for any factors that are rated BELOW JOB REQUIREMENTS OR UNSATISFACTORY. Attach additional page(s) as necessary.</p>															
<p>O = OUTSTANDING EJR = EXCEEDS JOB REQUIREMENTS MJR = MEETS JOB REQUIREMENTS BJR = BELOW JOB REQUIREMENTS U = UNSATISFACTORY</p>															
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10. In view of the performance of the employee rated above:															
<input type="checkbox"/> I certify that the employee's service has been satisfactory and that the appointment should become regular.															
<input type="checkbox"/> I am terminating the employee's appointment before the completion of the probationary period effective ____. [Termination Notice form CS-80 must be received in DER with this form.]															
<input type="checkbox"/> I recommend that the probationary period be extended for ____ months. The employee has been notified of this request and has been counseled regarding improvement needed. [This requires City Service Commission action. The Commission does not grant extensions for City Laborers. Send this request to the Employee Relations Director at least 30 days prior to the end of the probationary period.]															
SUPERVISOR (PRINT NAME)		SIGNATURE													
TITLE		DATE													
DEPARTMENT HEAD (PRINT NAME)		SIGNATURE													
TITLE		DATE													

Electrical Worker
Internal Transfer/Promotional Opportunity
Department of Public Works
2/2/2021

INTRODUCTION

Staff members who are interested and meet the minimum qualifications are encouraged to express interest by submitting a letter of interest and an abbreviated resume to Lindsey O'Connor, Human Resources, via e-mail (LNATHAN@milwaukee.gov) no later than Wednesday, February 10, 2021.

PURPOSE

The Electrical Worker position assigned to the Electrical Services Unit, Transportation Operations Section assists the Municipal Services Electrician in their duties to install, repair and maintain City electrical systems, networks, and equipment serving the City agencies and the Public.

ESSENTIAL FUNCTIONS

- Assist the Municipal Services Electrician with the installation, repair, and maintenance of overhead wires, cables, transformers, traffic signal heads, lighting luminaries, copper communication cable, fiber optic cable and associated electrical equipment.
- Assist an Electrical Mechanic with the fabrication and installation of traffic signals, traffic controllers, street lighting trans closures and communication facilities.
- Operate specialty equipment such as digger derrick (pole rig) or directional boring machine, rodding machine, cable pullers and any other associated equipment or as directed by Electrical Mechanic.
- Drive and/or operate commercial and non-commercial vehicles as needed in assigned work unit.
- Replace lamps in street lights and traffic lights (group and individual), splicing cables.
- Locate City's underground electrical and water facilities.
- Perform maintenance and regular duties in connection with the City's street lighting and traffic control systems on regularly assigned night shifts, weekend shifts, or holiday shifts.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Regular status having passed a probationary period in a civil service position.
2. One year of full-time experience in laboring position performing duties similar to the essential functions listed above.
3. Enrollment in one course in the basic electricity from an accredit college or technical school within one year of appointment.
4. Valid driver's license at time of appointment and throughout employment; and a valid Commercial Driver's License (CDL) A, B, or C, within six (6) months of appointment and throughout employment thereafter.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of materials, methods, tools and proper tool use related to electrical work.
- Ability to understand and follow oral written instructions.
- Ability to perform basic mathematic calculations in order to accurately determine material quantities, measure lengths and place equipment used in electrical installation and work activities.
- Ability exercise care and good judgement regarding safety at all times, abiding by safety related policies and rules.
- Ability to read and interpret schematic prints accurately.
- Ability to work effective as a team member and interact with the public courteously and professionally.
- Ability to work cooperatively, effectively and fairly with coworkers and citizen whose backgrounds may differ from one's own.

CURRENT SALARY

Electrical Worker

Pay range 7FN* \$1,505 - \$1,862 bi-weekly (Wage Rate); \$1,550 - \$1,917 bi-weekly (Residency Wage Incentive)

*Rate of pay determined by the rules of the [Salary Ordinance](#)

ADDITIONAL INFORMATION

Interested parties will be contacted to schedule an interview with the department. Final approval of the promotion is subject to a review by the Department of Employee Relations.

If you have additional questions about this posting, please contact Lindsey O'Connor at 414-286-2416.