



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

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

**Department of Public Works
Administration**

September 24, 2021

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

Re: Extension of Temporary Appointment Request: Lawrence, David

Dear Ms. Fessahaye:

The Department of Public Works respectfully requests permission and approval to extend the temporary appointment of Mr. David Lawrence to the position of Transportation Financial Analyst.

Mr. Lawrence's temporary appointed to Transportation Financial Analyst position began on August 8, 2021. We are requesting to extend his temporary appointment from October 6, 2021 through January 5, 2022.

This request to extend the temporary appointment is to allow Department of Employee Relations staff to complete a comprehensive reclassification report involving the Tow Lot and Parking Enforcement sections within the Department of Public Works.

Mr. Lawrence has over 25 years of experience working in both the Tow Lot and Parking Enforcement sections. As a result, Mr. Lawrence is uniquely qualified for this position. He has been successfully completing the duties of the Transportation Financial Analyst position.

We are respectfully requesting to extend Mr. Lawrence's appointment. Thank you for your consideration.

If you have any questions regarding this request, 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



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-PARKING OP/MAINT	LAST NAME LAWRENCE	FIRST NAME DAVID	INITIAL	
AUTHORIZED POSITION TITLE	PAY RANGE 2JX	F&P APPROVAL DATE N/A	REQUISITION # 8471	
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 10/05/2021 10.06.2021	ANTICIPATED EXPIRATION DATE 01/05/2022	T.A. RATE OF PAY 3,591.55	
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: To allow for a completion of a comprehensive reclassification request involving the Tow Lot and Parking Enforcement sections in the Operations Division.				
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. Lawrence has over 25 years of experience working in both the Tow Lot and Parking Enforcement sections, which makes him uniquely qualified for this position.				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: Please see resume.	WORK EXPERIENCE: Please see resume.	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-PARKING OP/MAINT	CURRENT POSITION TITLE: TOW LOT MANAGER	EMPLOYEE ID NUMBER: 008271	
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 EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER ANDREW SIMONS	SIGNATURE 	TITLE HR REP	DATE 9/24/21	
APPROVING OFFICER DAN THOMAS	SIGNATURE DocuSigned by: 	TITLE Adm. Services Director	DATE 9/24/21	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY: Karen Biernat	SIGNATURE Karen Biernat	TITLE Admin. Serv. Coord.	DATE 9.24.2021	
Under 90 days - 8.8.2021 to 10.5.2021				



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
David Lawrence		9/24/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
Transportation Financial Analyst	2JX	3591.55

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

9/24/21

Date Signed

Tami Smith

Witness Name (Print)

Witness Signature

David A. Lawrence



-EDUCATION-

University of Wisconsin-Madison B.A. Public Administration/Political Science 1985

- EXPERIENCE -

City of Milwaukee Department of Public Works

01/94 – present

2016-present: Parking Information Desk

- Manage daily operations and customer service for the Parking Information Desk
- Maintained and designed multiple communication applications for phones, radio, and towing/complaint interfaces
- Monitor, modify, and upgrade all databases including tow system, parking complaints, and night parking permissions
- Manage Parking Enforcement customer service and employee training
- Manage KIOSK vendors, accounting, operations, and maintenance

2002-2016: Milwaukee Tow Lot Manager

- Managed daily operations and customer service for tow lot operations
- Accounts payable and receivable for recycled vehicles, MPD evidence vehicles, and towing
- Regulatory compliance and reporting for EPA, Wisconsin DOT, and other agencies
- Budget request preparation and management of authorized expenditures
- Personnel management, procedure development, and training
- Report Generation: Financial Forecasts, Statistical review of trends, annual reporting, FIMS

1994-2001: DPW Safety Supervisor

Directed Safety Section. Responsible for all aspects of operations, health and safety for more than 4,000 employees, in five DPW divisions including:

Administrative /Safety Responsibilities

- Budget preparation, application, defense, and management (accounts payable)
- Vehicular safety and accident analysis, reviewed private claims against the city
- Directed safety section staff
- Environmental Compliance: storm water, hazardous waste, storage tanks
- Regulatory Compliance: Department of Commerce, OSHA, EPA, EEOC, ADA
- Hazard Analysis/Risk Management: facility audits, investigations, and training
- Grant Applications and Administration (AODA and safety related)
- Report generation including statistical review of trends and liability forecasts
- Investigate and testify in duty disability and unemployment compensation,

Operational Responsibilities

- Sanitation: supervised snow and ice operations and hazardous waste cleanup
- Streets and Bridges: coordinated training, emergency, and operating procedures
- Forestry: safety training, job analysis, and chemical applications
- Water: developed confined space entry procedures
- Parking Enforcement: violence prevention and public safety

- Sewers: storm water pollution prevention project
- Electrical and Engineering: safety revisions of procedures in traffic/street lighting
- Fleet: vehicular accident investigations, claims management, fleet safety training

Served as City Designated Representative for the Drug and Alcohol testing program. Provided all training, record keeping, and required D.O.T. compliance.

04/92 - 1/94

Lawrence Technologies Inc.: Independent Consultant

Prepared environmental compliance studies, safety training and technical assistance to industrial, commercial and public sector clients. Directed staff and benefit applications. Served as Safety Director/CPIH. Developed site safety plans and emergency procedures in remediation projects.

01/91 - 04/92

American Air Environmental Services Inc.: Vice President

Responsible for staff supervision, laboratory operations and employee Benefits. Developed Occupational Safety and Health programs for private sector clients. Phase 1 & 2 site remediation studies, wastewater and industrial hygiene audits. Developed and maintained a computerized inspection protocol (HazMat). Safety training and consultations.

12/89 - 01/91

Northstar Environmental: Safety/Industrial Hygiene Director

Responsible for; Laboratory direction, quality control, staff supervision, environmental audits. Served as liaison between private insurers in liability. Development, implementation and enforcement of required environmental standards. Regulatory compliance officer (OSHA, DIHLR, EPA) for clients. Conducted safety training and consulting. Prepared OSHA documentation and established fleet safety protocol.

03/87 - 12/89

Hazardous Materials Management Inc.: Inspector/Laboratory Director

Directed analytical services and field operations. Conducted on-site risk assessments (asbestos, air quality confined space, ergonomics, lead). Served as liaison between clients and regulatory agencies. Developed and provided safety training to affected employees based on AHERA, SARA III and OSHA

-Post Graduate / Continuing Education Credits-

Georgia Institute of Technology.....	Environmental Science
University of Wisconsin - College of Engineering	Hazard Analysis
Mc Crone Research Institute	Analytical Microscopy
National Institute for Occupational Safety and Health.....	Quality Control
U.S. Centers for Disease Control	Infectious Waste Management
Entropy: North Carolina.....	Stack Emissions Testing
Federal Emergency Management Agency.....	Disaster Management
Totally Positive Incorporated	Reasonable Sus Drug Testing

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: 08/13/2021		2. Present Incumbent: David Lawrence		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Charmaine Wilks		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of		Bureau: Division: Operations		Unit: Parking Section: Enforcement	
6. Work Location: 123 N 25 th St		Telephone: 286-8345 Email:		Work Schedule: Hours: various / Days: various	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Parking Enforcement Assistant Manager			Pay Range	Job Code
				1CX	4661
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Assist the Parking Enforcement Manager in providing management oversight and leadership for the Parking Information Desk on a 24/7 schedule, including development of policies and procedures, handling parking inquiries, complaints for citizens and Elected officials, processing night parking permissions and managing vehicle towing dispatch operations. Coordinate Parking Information Desk with Parking Enforcement and Tow Lot Operations. Assist in the supervision of Parking Enforcement personnel consisting of Communications Assistants, Parking Enforcement Supervisors, and Parking Enforcement Officers.

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
20	<ul style="list-style-type: none"> Supervise Communication Assistants and Parking Enforcement Supervisors assigned to the Parking Information Desk. Ensure training on Parking Information Desk procedures and policies, database entry, city parking policies, parking regulations, and customer service. Receive citizen parking inquiries and complaints. Ensure complaints are entered into the citizen complaint database accurately, timely and routed to Parking Enforcement Officers to investigate. Ensure permissions are entered into the night parking permission database accurately and timely. Assist in the supervision of Parking Enforcement Personnel.
15	<ul style="list-style-type: none"> Receive Aldermanic Service Requests, ensure requests are entered into the citizen complaint database accurately, timely, and routed to Parking Enforcement Officers to investigate. Direct towing dispatch operation to ensure the vehicle information is recorded accurately into the two system database and routed to the correct tow contractor. Coordinate the recording of vehicle placards and the subsequent towing of abandoned vehicles. Provide citizens with information on city towing policies and report stolen vehicles
10	<ul style="list-style-type: none"> Ensure that all citizen complaints and Aldermanic service requests are properly investigated and required reports are filed. Ensure that records are properly maintained and retention schedules followed.
10	<ul style="list-style-type: none"> Direct and supervise special events such as street sweeps, towing events, snow emergencies, town hall meetings, Aldermanic walks and community activities. Plan and organize strategies such as DPM Special Patrol, aimed at increasing compliance of parking ordinances.
5	<ul style="list-style-type: none"> Ensure the enforcement of all rules, regulations and Policy and Procedures of the department. Ensure the

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
	enforcement of sick leave policies and initiation of corrective action when abuse is detected.
5	<ul style="list-style-type: none"> Monitor, modify and upgrade all databases including tow system, parking complaints, and night parking permissions. Monitor telephone calls for quality assurance and track the number of calls, wait times, and calls lost on a monthly basis. Make recommendations for annual budget. Ensure accountability and proper maintenance of all property and equipment, including building, jeeps, vehicles, ticketing devices, etc.
5	<ul style="list-style-type: none"> Coordinate Parking Information Desk activities with other city departments and represent the DPW at various community and public meetings.
5	<ul style="list-style-type: none"> Run reports to determine compliance and efficiencies.
5	<ul style="list-style-type: none"> Support and maintain Parking Kiosks including coordinating all vendors.
5	<ul style="list-style-type: none"> Hire and train Temporary Staff

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Other duties as assigned
5	<ul style="list-style-type: none"> Support and underfill the position and duties of Parking Enforcement Manager and Parking Enforcement Assistant Manager
5	<ul style="list-style-type: none"> Ensure computer based phone systems are properly routed with proper weekend and holiday greetings and directions
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Parking Enforcement Manager, Richard Dollhopf

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

Work assignments and methods outlined in general by the Parking Enforcement Manager. Work is reviewed by Parking Enforcement Manager who also issues special instructions and orders, both verbal and written.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 82.

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)
58	Parking Enforcement Officers	a,b,c,d,e,f,g,and h
4	Lead Parking Enforcement Officers	a,b,c,d,e,f,g,and h
4	Parking Enforcement Supervisors	a,b,c,d,e,f,g,and h
8	Communications Assistant III	a,b,c,d,e,f,g,and h
5	Communications Assistant IV	a,b,c,d,e,f,g,and h
1	Office Assistant IV	a,b,c,d,e,f,g,and h

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.

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

- i. Education and Experience:
Bachelor's degree in business administration, public administration, or related fields desired.
- ii. Knowledge, Skills and Abilities:
Experience in Parking Enforcement, towing and related activities desirable. Ability to direct and organize staff is a must. Must demonstrate good analytical, verbal and written communication skills. At least four years of progressive experience managing municipal public works field operations. Managerial skills in the area of planning, organizing and directing, designated to achieve objectives and goals in the department.
- iii. Certifications, Licenses, Registrations:
Valid State of Wisconsin driver's license
- iv. Other Requirements:
Computer and keyboard skills to include working knowledge of current software applications (i.e. PeopleSoft, Microsoft Word, Excel, and database programs.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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 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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand

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.

	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 checked="" 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 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 (<i>such as typical office or administrative work</i>).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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 type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input 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.)

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.