



Fire Department

**Douglas A. Holton**  
Chief  
**Brian Glassel**  
Assistant Chief

April 29, 2009

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, Wisconsin 53202

Dear Commissioners:

Attached is a job description for Painter in our Bureau of Construction and Maintenance, which was created as a new position in the 2009 budget.

I respectfully request this position be classified. Please contact Deputy Chief Darrell Moore at our Bureau of Construction and Maintenance at 286-8975. Thank you for your assistance.

Respectfully,

DOUGLAS A. HOLTON  
Chief

DH:mem  
Attachment  
Doc:fpc/reclass/new budget position Painter 4-29-09



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

May 1, 2009

Fire and Police Commission  
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a new position titled Painter in the Fire Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo  
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

c: Chief Douglas Holton  
Fire Deputy Chief, Darrell Moore  
Mary McDougall  
Lyle A. Balistreri (MBCTC)

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: May 7, 2009

Department: Fire Department

Present	Request
Title: New Position	Title: Painter
Salary: Not Applicable	Salary Grade/Range: 981 (\$24.03/hour)
Step: Not Applicable	Source: Department
<b>Recommendation:</b> Title: Painter Pay Range: 981 (\$24.03/hour)	
<b>Rationale:</b>  This new position, established in the City's 2009 budget, will perform painting duties associated with the established job classification of Painter, a journey-level construction trade. Duties will include a full spectrum of painting services, including production painting of all interior and exterior buildings, furniture items, machinery, and firefighting equipment.	

**Action Required:**

**Analysis**

This new position was established in the Milwaukee Fire Department's Bureau of Construction and Maintenance in the City's 2009 budget, which has responsibility for all Fire Department buildings and equipment. The purpose of this position, as outlined in a job description drafted by the Department, will be to perform production painting required to maintain interior walls and exteriors of 36 fire houses, as well as to paint machinery, furniture, and firefighting equipment. The individual hired into this position must be proficient in a variety of paint application methods and be able to use painting tools, hand brushes, rollers, and spray painting equipment. In addition, the employee must be able to use standard office software and hardware, including software-driven paint matrices.

Due to the fact that this position conforms to the duties and responsibilities associated with the Painter job classification, we recommend that it be classified as such.

Prepared by:   
 Laura Sutherland, Human Resources Representative

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
 Maria Monteagudo, Employee Relations Director

# JOB DESCRIPTION

## FOR DER USE ONLY

<b>Vacancy No.</b> _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 4/15/09	<b>2. Present Incumbent:</b> N/A	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b>	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Fire Department		<b>Bureau:</b> Construction and <b>Division:</b> Maintenance	<b>Unit:</b> 2 <b>Section:</b>	
<b>6. Work Location:</b> 118 W. Virginia St.		<b>Telephone:</b> 414-286-8976 <b>Email:</b>	<b>Work Schedule:</b> Hours: 7:30 am - 4:00 pm / Days: Monday - Friday	
<b>7. Represented by a Union?</b> YES	<b>8. Bargaining Unit:</b> MB CTC If in District Council 48, chose a Local: None		<b>9. FLSA Status:</b> NON-EXEMPT	
<b>10.</b>	<b>Official Title:</b> PAINTER	<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>	981	1515	703
	<b>Requested Title (if applicable):</b>			
	<b>Recommended Title (DER Use Only):</b>	<b>Approved by:</b> _____ <b>Date:</b>		

### 11. BASIC FUNCTION OF POSITION:

Primary duty is to provide a full spectrum of painting services, including production painting of all buildings, encumbrances, etc. as well as furniture items, machinery, and firefighting equipment. Painting skills include experience in hand brush, roll and spray application of paint, varnish, and polyurethane coatings.

### 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title** ):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30	• Applies paint, varnish, and polyurethane coatings to fire station exterior and interior walls, shelving, etc.
10	• Applies paint, varnish, and polyurethane coatings to cabinetry during and after construction of same.
10	• Applies paint, varnish, and polyurethane coatings to all exterior metal, wood, or plastic trim work.
10	• Applies paint, varnish, and polyurethane coatings to firefighting tools and equipment.
10	• Applies paint, varnish, and polyurethane coatings to all support bureaus.
10	• Mixes and tints materials in various color shades in preparation for paint application.
	•
	•
	•
	•

#### B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10	• Applies paint, varnish, and polyurethane to furniture pieces as directed.
10	• Applies finish coating as needed to steel flagpoles on premises of 36 fire stations.
	•

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•

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

Bruce Rahlf, Fire Equipment Repairs Manager.

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

Receives supervision in daily assignments from the Fire Equipment Repairs Manager. Indirect supervision of this employee is the responsibility of the Deputy Chief.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

**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)	

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

i. Education and Experience:

Must be a high school graduate or equivalent. Required to have a minimum of five years as a production painter with experience in thinning and tinting using manual and software-driven paint/varnish tinting matrices.

ii. Knowledge, Skills and Abilities:

Must be able to read and comprehend written instructions. Familiarity with proven operational proficiency using a software-driven personal computer with the Microsoft Windows operating system. Must be proficient in proper application procedures using hand paint brush, roller, and spray painting equipment.

iii. Certifications, Licenses, Registrations:

Must possess a valid Wisconsin Motor Vehicle Operator's License with acceptable driving record.

iv. 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 checked="" type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move

	objects. If the use of arm and/or 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"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

**CHECK ONE:**

<input type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

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

**CHECK ALL THAT APPLY:**

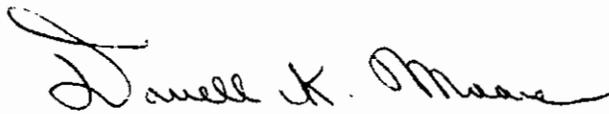
<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>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

<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools ( <i>please list</i> ): Paint brushes, spray painters, paint rollers	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to department rules, regulations, and policies.  
 Subject to recall for emergencies at all times.

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




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*Signature of Department Head or Designated Representative*