

VII, E.



BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

July 16, 2013

Edward A. Flynn
Chief of Police

(414) 935-7200

The Honorable
Fire and Police Commission
200 E. Wells Street, Room 706
Milwaukee, WI 53202

RE: RECLASSIFICATION REQUEST

Dear Commissioners:



I am requesting that a study be conducted to reclassify the Department's Building Maintenance Assistant Manager position (Pay Range 1CX) to Pay Range 1EX. This request is based on the duties of the position and to address a pay compression situation with the Police Fleet Manager position (Pay Range 1DX), which reports to this position, as well as any possible recruiting problems that may occur because of the current salary. In 2010, the Police Fleet Manager position was reclassified from then Salary Grade 05 to Salary Grade 07; however, the Building Maintenance Assistant Manager position was not studied for proper classification based on the Police Fleet Manager's salary recommendation, and remained at then Salary Grade 6. The Building Maintenance Assistant Manager assists the Police Facilities Manager with the supervision of maintenance, operations and repairs of the Department's facilities and fleet operations. An updated job description is attached.

In addition, I am submitting updated job descriptions and requesting that a study be conducted on the positions of Building Maintenance Supervisor II (4 positions, Pay Range 1BX) and Printing-Stores & Building Services Supervisor (Pay Range 1BX) for proper salary classification. The Department is requesting that these positions be reclassified to Pay Range 1DX, to be aligned with the Building Maintenance Assistant Manager and Police Fleet Manager positions.

I therefore, request that the above requests be referred to the Department of Employee Relations (DER). Department representatives are prepared to assist DER staff with this process.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

KURT R. LEIBOLD
ASSISTANT CHIEF OF POLICE

EAF: pkr
Attachments

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
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.

1. Date Prepared/ Revised: 07/01/13	2. Present Incumbent: (4 POSITIONS)	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent	If YES, indicate underfill title in box 10.		
5. Department: Police Department		Bureau: North Command Division: Facilities Services	Unit: Maintenance Section:	
6. Work Location: 749 West State Street		Telephone: 935-7494 Email:	Work Schedule: Hours: 7am-3pm, 3pm-11pm, 11pm-7am / Days:	
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: BUILDING MAINTENANCE SUPERVISOR II (4 positions)	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):	1BX	4426	103
	Requested Title (if applicable):	1DX		
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Facilities Manager and the Building Maintenance Assistant Manager, the Building Maintenance Supervisor II has primary responsibility for the supervision of mechanics and custodial personnel on the first, second, and third shifts in the maintenance and operation of the Police Administration Building, plus 12 other police facilities totaling approximately 900,000 square feet and utilized on a 24-hour basis.

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
25	<ul style="list-style-type: none"> Plans, assigns, prioritizes and lays out work schedules for routine, emergency and preventative maintenance and repairs for the maintenance and operation of 13 police facilities. Operates an automated building maintenance management and work order management system and maintains a preventative maintenance program for all equipment that is maintained. Coordinates snow removal operations at all department locations.
30	<ul style="list-style-type: none"> Plans, assigns and schedules custodial staff activities including daily cleaning, floor care, carpet care, restroom/locker room cleaning, bio hazard clean up, proper operation of equipment and conducts training on an on-going basis.
10	<ul style="list-style-type: none"> Maintains inventory of all supplies and equipment used by Facilities Services, as well as all equipment being repaired or modified for use in any police facility.
10	<ul style="list-style-type: none"> Checks completed assignments to ensure the quality of work being performed meets department standards.
10	<ul style="list-style-type: none"> Maintains personnel and time records; and conducts personnel evaluations
10	<ul style="list-style-type: none"> Obtains estimates for emergency and routine maintenance by contractors, monitors projects, and coordinates outside contractor services, including electrical, carpentry, painting, and masonry. Periodically inspects the physical condition and operating efficiency of mechanic equipment.

% of Time	ESSENTIAL FUNCTION
5	<ul style="list-style-type: none"> Assumes the responsibility for Building Maintenance Assistant Manager in that person's absence.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Prepares reports and budget requests and maintains records.
	<ul style="list-style-type: none"> Is scheduled for on-call rotation with other supervisors for weekends and holidays when a supervisor is not on duty
	<ul style="list-style-type: none"> Schedules, supervises, and instructs garage personnel which consists of police officers and garage attendants.
	<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:

Building Maintenance Assistant Manager, currently vacant.

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

Minimum supervision consisting of consultation. Directives are given regarding projects to be completed by personnel and incumbent is accountable for completion or implementation of same. Attends regular staff meetings to receive information and to report on issues and initiatives.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 74.

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 b. Outline methods c. Direct work in progress d. Check or inspect completed work		e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)	
5	Police Officers	a, b, c, d, e, g, h	
6	Building Maintenance Mechanic II	a, b, c, d, e, f, g, h	
7	Garage Attendants	a, b, c, d, e, g, h	
6	Heating and Ventilating Mechanics	a, b, c, d, e, f, g, h	
39	Custodial Worker II	a, b, c, d, e, f, g, h	
7	Police Service Specialist	a, b, c, d, e, g, h	
1	Office Assistant III	a, b, c, d, e, f, g, h	
2	Office Assistant II	a, b, c, d, e, f, g, h	

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

i. Education and Experience:

Minimum of 5 years experience in facility maintenance, operation and repair, which includes maintenance of heating, ventilation, air conditioning, electrical, and plumbing systems, automated building controls and custodial operations in a commercial environment.

~~An Associates or Bachelors degree in HVAC Technology, Facility Management, Mechanical Engineering, Architecture or related field is highly desirable.~~

Two years of supervisory experience in a custodial or maintenance environment.

Experience in Building Operations related to environmental (heating, ventilation and air conditioning) and life safety systems in multiple and single floor facilities.

Effective oral, written, communication, and computer skills.

Valid Wisconsin Driver's license at the time of appointment and throughout employment

ii. Knowledge, Skills and Abilities:

Strong organizational and administrative skills.

Knowledge of building construction methods and equipment, preventative maintenance, HVAC systems, automated building management systems, automated work order management systems, electricity and mechanics as applied to building maintenance and sustainable design principals.

Knowledge of commercial cleaning procedures and equipment including daily cleaning, floor surface and carpet floor care, cleaning and sanitizing of restrooms and locker rooms, biohazard cleanup and the operation of automated equipment to accomplish these tasks.

Knowledge of management principals, practices and staff development methods and the ability to supervise staff.

Ability to work independently, identify and solve problems, set priorities, develop long range goals

Ability to read and interpret blueprints, plans, and specifications

Knowledge of and committed to safe work procedures.

Ability to effectively relate to a variety of people ranging from unskilled labor to senior supervisory personnel and Command Staff.

iii. Certifications, Licenses, Registrations:

Refrigeration certification is desirable

iv. Other Requirements:

The Building Maintenance Supervisor II position can be assigned to work on either first, second or third shift and is subject to emergency call in, extended hours and can be called in 24/7 as conditions warrant.

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.
<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 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 checked="" 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 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 checked="" 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: 25%**

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 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 checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" 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>): Electrical meters, heating and temperature sensing equipment, air volume measuring devices, gauges for measuring gases	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" 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.)

Be able to maintain a positive attitude and show enthusiasm towards the job.

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

Signature of Department Head or Designated Representative

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service _____	Finance _____
Commission: _____	Committee: _____
Fire & Police _____	Common _____
Commission: _____	Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: July 1, 2013		2. Present Incumbent: VACANT		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: David Skorzewski			
5. Department: Police Department		Bureau: North Command Division: Facility Services		Unit: Maintenance Section:	
6. Work Location: 749 W. State Street		Telephone: 935-7494 Email: rwmoor@milwaukee.gov		Work Schedule: Hours: 8 / Days: M - F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep 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: Building Maintenance Assistant Manager		Pay Range	Job Code	EEO Code	
Underfill Title (if applicable):		1CX	4598		
Requested Title (if applicable):		1EX			
Recommended Title (DER Use Only):		Approved by: _____			
		Date: _____			

11. BASIC FUNCTION OF POSITION:

The Building Maintenance Assistant Manager assists the Police Facilities Manager with the supervision of maintenance, operations and repairs of Police Department facilities and Fleet operations and indirectly supervises all Facility Services personnel and contractors. The Building Maintenance Assistant Manager will also assist with various administrative functions of the Division including payroll, scheduling of staff, purchasing, preventative and predictive maintenance, budget administration and the development of specifications for maintenance related activities.

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
25	• General supervision of the work of supervisors, housekeeping, maintenance, fleet service, printing and stores staff assigned to the Division.
25	• Coordinate the planning and organizing of work schedules and assignments for routine maintenance, emergency maintenance, preventative maintenance and all housekeeping activities. Assist in the oversight of the Printing and Stores and the Fleet Services sections of the Division. Utilize automated building management and work order management software.
15	• Obtain estimates, issue contracts and oversee all minor repair work performed by outside contractors or City trades.
15	• Prepare specifications for service contracts and oversee the procurement and inventory of supplies, repair parts and equipment required for Division operations.
10	• Manage inventory of keys of all Department facilities.
5	• Periodically inspects the physical condition and operating efficiency of the buildings and their systems. • Fill in as necessary for the Police Facilities Manager.
5	• Assists in the development of the annual budget and the oversight of various capital improvement projects. • Performs other duties as assigned.
	•

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
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Represent the Department on various committees as required
	•
	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Richard W. Moore, Police Facilities Manager

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

General direction is provided by the Police Facilities Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 92.

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 <i>(Select those that apply from list above, a - h)</i>
1	Police Fleet Manager	A, B, C, D, E, F, G, H
4	Building Maintenance Supervisor II	A, B, C, D, E, F, G, H
1	Printing/Stores and Building Services Supervisor	A, B, C, D, E, F, G, H

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

i. Education and Experience:

A bachelors degree in engineering, facility management , architecture or a closely related field from an accredited college or university. At least three years of progressively responsible professional supervisory experience in facility management, building operations, infrastructure renovation and repair in a comparable environment. Supervisory experience must include handling personnel and labor relations issues.

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.

- ii. Knowledge, Skills and Abilities:
 Knowledge of facilities management; Through knowledge of building construction, repair, preventive maintenance, safety and accident prevention; Ability to read and interpret blueprints and specifications; Knowledge of and ability to use personal computers including word processing, spreadsheet and maintenance software; Project management ability; Ability to prepare, analyze and manage budgets; Ability to manage personnel including professional and technical personnel, construction trades and building services and maintenance personnel; Effective oral and written communication skills including the ability to prepare reports and other documents; Ability to think independently within a police environment and work with minimal supervision.
- iii. Certifications, Licenses, Registrations:
 Registration as a Professional Engineer or Architect in the State of Wisconsin is desirable.
- iv. Other Requirements:
 Must be able and willing to be on call 24 hours per day for emergency situations. Willingness to work various shifts and weekends as conditions warrant.

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.
<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 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).

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.

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 checked="" 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: 60%**

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 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 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.)

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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 type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" 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.)

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.

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: July 1, 2013		2. Present Incumbent: William Bono		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Raymond Oelke		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: North Command Division: Facilities Services		Unit: Section: Printing & Stores	
6. Work Location: 6680 N. Teutonia Avenue		Telephone: 935-7954 Email: wbono@milwaukee.gov		Work Schedule: Hours: 8 a.m.- 4 p.m. / Days: M - F	
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: Printing/Stores and Building Services Supervisor			Pay Range	Job Code
	Underfill Title (if applicable):			1BX	
	Requested Title (if applicable):			1DX	
Recommended Title (DER Use Only):			Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Facilities Manager and the Building Maintenance Assistant Manager, the Printing/Stores and Building Services Supervisor is responsible for the supervision of all printing, stores and custodial personnel assigned to the Safety Academy. Responsible for the production and maintenance of all printed material and office supplies used by the Milwaukee Police Department. Maintain the general appearance and functionality of the Milwaukee Safety Academy.

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	<ul style="list-style-type: none"> Plans, assigns, prioritizes and lays out work schedules for event set up and the routine, emergency and preventative maintenance and repairs for the Safety Academy and related buildings including the Grays Conference Facility and Fire Department facilities. Coordinates snow removal operations at the Academy and related grounds. Responsible for the supervision of employees assigned to the Academy on first and second shift including performance reviews and staff development. Coordinate and follow through on service requests with DPW Building Services. Obtain estimates from outside vendors for work as required. Monitor and maintain inventory of janitorial, stores and print shop supplies.
30	<ul style="list-style-type: none"> Coordinate the layout, design and production of printed materials utilized by the Police Department, various City departments, outside agencies and vendors. Direct the design, layout formulation and reproduction of appropriate levels of stock forms and information.
20	<ul style="list-style-type: none"> Create, compose, design, produce, and format the layout of artwork on a Macintosh desktop publishing system to enable production of various printed materials utilized by Milwaukee Police Department personnel and/or the general public or other City agencies. Research and assign form numbers to all existing Police Department published documents which currently do not have a form number assigned to them, assign form numbers to newly created documents, track status of forms and numbers as necessary, and update and maintain master document list of Milwaukee Police Department form numbers and revisions, both electronic and printed versions.

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
	<ul style="list-style-type: none"> Edit, revise, and maintain existing printed materials and revise documents as requested to reflect changes in Police Department policies or procedures, City of Milwaukee Ordinances or Wisconsin State Statutes.
5	<ul style="list-style-type: none"> Responsible for the preparation and development of the sections annual budget including allocations for equipment, capital expenditures, supplies and projections for future cost. Establish budget controls to ensure compliance within approved budget allocation including the review and approval of procard transactions.
5	<ul style="list-style-type: none"> Perform other related duties as required.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Fill in for the Building Maintenance Assistant Manager as required.
	<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:

Building Maintenance Assistant Manager, Currently Vacant

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

Minimum supervision consisting of consultation. Directives are given regarding projects that need to be completed by personnel. Attends regular staff meeting to receive information and report on issues.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 8.

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)	
1	Printer	a, b, c, d, e, f, g, h	
1	Inventory Control Assistant III	a, b, c, d, e, f, g, h	
1	Inventory Control Assistant II	a, b, c, d, e, f, g, h	
5	Custodial Worker II	a, b, c, d, e, f, g, h	

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

i. Education and Experience:

Advanced trade schooling in the printing and graphic design field with a minimum of 5 years of printing experience including desktop publishing and process color offset printing. A bachelor of Arts degree in Commercial Arts and Printing and Publication is desirable.

Two years of supervisory experience in a printing, custodial or maintenance environment.

Experience in Building operations related to environmental (heating, ventilation and air conditioning) and life safety systems in multiple and single floor facilities is desirable.

Effective oral, written, communication and computer skills.

Valid Wisconsin Driver's license at the time of appointment and throughout employment.

ii. Knowledge, Skills and Abilities:

Must possess a strong background and be proficient in the use of the Macintosh desktop publishing system and the necessary graphic and publication software applications including Microsoft Excel, Word, Outlook and Adobe Acrobat Professional. Ability to perform the layout, printing, and bindery functions necessary to produce printed materials. Must possess sensible problem solving and decision making skills including the ability to take appropriate corrective actions, handle high pressure situations and perform all duties on short notice while meeting necessary deadlines, all without immediate supervision. Ability to work independently, identify and solve problems, set priorities and develop long range goals. Experience and knowledge of police department procedures, policies and protocol is desirable. Ability to communicate effectively both verbally and in writing in order to explain and convey ideas and instructions. Strong records management and administrative skills. Knowledge of the Milwaukee Police Department budget process and procedures, City's procurement procedures, and Financial Management Information System (FMIS) experience highly desirable. Ability to lift and carry a minimum of 50 lbs.

Knowledge of commercial cleaning procedures and equipment including daily cleaning, floor surface and carpet floor care, cleaning and sanitizing of restrooms and locker rooms, bio hazard cleanup and the operation of automated equipment to accomplish these tasks is desirable.

Knowledge of management principals, practices and staff development methods and the ability to supervise staff.

Ability to effectively relate to a variety of people ranging from unskilled labor to senior supervisory personnel and Command Staff.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

This position has frequent contact with law enforcement officers in the police department and other law enforcement agencies, as well as contact with leaders and executives of city government and the private sector. Must possess the skills and personality to effectively work with a diverse workforce. This position can be assigned to work on either first, second or third shift and is subject to emergency call in, extended hours and can be called in 24/7 as conditions warrant.

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

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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 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.
<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 checked="" 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:

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<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 checked="" 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: 5%**

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 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 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 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list): Saws, drills, hammers, screwdrivers, wrenches, pliers, utility knives, electrical meters.		
<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): Printing presses, paper cutter, paper folder, paper 3 hole drill, sticher, G.B.C. Bindery equipment.		

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 position is unique in that it is a combination of two separate positions requiring the supervision and management of two distinct groups of individuals who perform completely different tasks that require different skill sets. Must have knowledge of, and be able to perform, any and all printing functions and be able to meet all of the police department's needs for all of their printing and office supplies. Must also be able to maintain

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the appearance and functionality of the Milwaukee Safety Academy building and grounds and be familiar with building systems and general construction and repair methods. The person in this position is constantly on the go and must be able to perform, prioritize, and effectively manage the diverse tasks associated with this position. Must be able to perform minimum repairs to both printing and custodial equipment. This position requires someone who is very efficient, has knowledge of police department and city policies and procedures, is level headed, and can work under stressful conditions.

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

Signature of Department Head or Designated Representative

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