



City Administrative Office
administration@westalliswi.gov
414.302.8292

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator
DATE: March 14, 2019
SUBJECT: Department Request to Fill Vacant Position

Attached is Dave Wepking's communication regarding promotion of Cindy Rausch to Facilities Superintendent (formerly Building and Sign/Inventory Superintendent) and his request to fill this position in the Department of Public Works, Building/Inventory and Electrical Division.

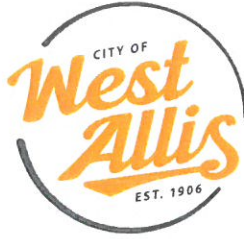
According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor
HR Dept.
Dave Wepking

ADM\Vacpos\VACPOSREQ FacSuptd.BIEDiv.031919



Dave Wepking
Director
Department of Public Works
dwepking@westalliswi.gov
414.302.8888

MEMORANDUM

TO: Board of Public Works and Administration & Finance Committee

FROM: Dave Wepking, Director of Public Works

DATE: March 8, 2019

SUBJECT: Communication from Director of Public Works Promoting Cindy Rausch to Facilities Superintendent

The position of Facilities Superintendent (Building and Sign/Inventory Superintendent) became vacant in March of 2017 when the incumbent had retired. Various options were explored to fill this position, including creating one position by combining this position with the vacant Electrical Services Superintendent position. Since March 2017, the position has been addressed on an interim basis by Paul Barwick and Cindy Rausch. During this timeframe, it has allowed me to evaluate the performance of those filling this position in an interim basis. Since May 21, 2018, Cindy Rausch has served as Interim Facilities Superintendent.

At this time, given the evaluation period of those who have performed on an interim basis have been completed, I respectfully request to receive permission to fill this position with Cindy Rausch.

The current position of Facilities Superintendent (Building and Sign Superintendent) is budgeted and classified as an exempt position, category K in the City of West Allis Pay Plan.

The position of Facilities Superintendent requires work of considerable knowledge, directing and coordinating the trades for construction, installation, maintenance, and repair of over 20 city facilities; maintenance of various city-owned grounds; providing work zone barricading and signs installation and placement; traffic and line striping throughout the City; and coordinates the City-wide central automated inventory system which issues various department materials and equipment. If approved, she will be responsible for 18 employees and will manage over a 2 million dollar budget.

Ms. Rausch was hired with the City in April 1996 in the City's Treasurer's Office. She was promoted in 1998 to the position of Housing Specialist and was promoted again in 2005 as a Community Housing Specialist. In 2012, Ms. Rausch went from the Development Department at City Hall to the Department of Public Works/Engineering as a Storekeeper within the Building and Sign/Inventory Division. Ms. Rausch demonstrated to be a very quick learner and was then promoted to Lead Inventory Services Specialist in November 2017. A past supervisor indicated in Ms. Rausch's performance evaluation the following: "...has performed at an extremely high level as an Inventory Specialist.....maintaining the inventory and giving excellent service to our customers both internally and externally with a refreshing attitude that's contagious."

During her employment with the City, Cindy Rausch has demonstrated to be a very resourceful employee who has the ability to coordinate and evaluate a multitude of tasks. Cindy has completed the CVMIC Supervisory Certification program. She is responsible and very forthright with her peers and staff and provides an efficient, well organized work ethic. She is resourceful and determined to complete a task/project when assigned to her. I am grateful for Cindy expressing interest in this position.

We look forward to working with Cindy and know she will do an excellent job for the Department and the City.

h:\my documents\res-ord\rausch promotion



Dave Wepking
Director
Department of Public Works
dwepking@westalliswi.gov
414.302.8888

MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Dave Wepking, Director of Public Works *DW*
RE: Request to Fill Vacant Position
DATE: March 13, 2019

The Department of Public Works is requesting permission to fill a vacancy in the Building/Inventory and Electrical Division. The position of Facilities Superintendent (Building and Sign/Inventory Superintendent) became vacant in March of 2017 when the incumbent retired. Various options were explored to fill this position, including creating one position by combining this position with the vacant Electrical Services Superintendent position. Since March 2017 the position has been addressed on an interim basis by Paul Barwick and Cindy Rausch. Given the timeframe for me to evaluate the performance of those filling this position, I respectfully request to receive permission to fill this position given the evaluation period of those who have performed on an interim basis.

Given this position may be filled internally; it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

h:\my documents\personnel\misc\bartels vac



Request to Fill Position

Submit this form, a memorandum and current position description via email to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Public Works Position Title: Facilities Superintendent (Building and Sign/Inventory Superintendent)

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: March 2017 Person Replaced: Doug Bartels

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

- If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment:

Funding Source: Operating Grant Other:

Anticipated Date for Filling Position: March 2019

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: Ensures all work performed by trades is compliant with ordinance and building codes; traffic control measures placed on streets for work zones must be compliant to Manual of Uniform Traffic Control Manual. Crosswalk and street marking program. Maintaining of City street regulatory and advisory signs.

Why is it necessary that this position be filled? What operational needs does this position fulfill? This position will assist with the budgetary control for estimated 1.3 million dollars. Coordinates and administers the work tasks for 18 employees and performs all administrative duties as required.

What will be the impacts on service functions to the public if the position is not filled? Coordination of work and maintenance of facility buildings, inventory control for city services, traffic control, and other work would have negative impact on patrons and city staff.

What will be the impacts on service to city staff if the position is not filled? The lead person would need to administer all maintenance, budgetary and administrative requirements of the division.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Combining with the Electrical Superintendent position.

How has this vacancy/need been covered so far? Has been covered on an interim basis internally with our lead building and sign and lead inventory control employees respectfully.

How many other similar positions exist in this department? 0

Requestor Information

Name: Dave Wepking Title: Director of Public Works Department: Public Works

Signature:

Date: March 13, 2019

Attached: Memorandum Current JDQ



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Facilities Superintendent	Department	Public Works	Division	Building/Inventory and Electrical
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) <input checked="" type="checkbox"/> Deputy/Assistant Service <input type="checkbox"/> General Employee	<input type="checkbox"/> Managerial Service <input type="checkbox"/> Professional <input type="checkbox"/> Confidential	Work Location	<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input checked="" type="checkbox"/> PW <input type="checkbox"/> Health <input type="checkbox"/> Police	
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	Supervisor Title	Director of Public Works		
HR Only	Working Title	Salary Grade -		FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

Under general direction of the Director of Public Works; performs work of considerable difficulty directing and coordinating the construction, installation, maintenance, and repair of various municipal facilities, grounds, equipment, and signs; directs and coordinates a City-wide central automated inventory system to receive, inspect, store, and issue various department materials and equipment; performs related work as assigned.

Plans, coordinates, directs, and oversees all activities of the Building and Sign/Inventory Divisions, including work assignments, training, general operations, and periodic proficiency ratings; serves as liaison between Building & Sign/Inventory Divisions and other City departments; answers questions from the public or other agencies relating to the Divisions' operations; prepares and submits division budget and related reports/articles as directed; prepares and maintains reports and records relating to personnel and administrative matters; receives work in the form of special assignments, requests from department heads, work orders, inspections, or general improvement programs; assists in procuring private contractors; maintains required production reports including equipment, materials and effectiveness of work performed.

Determines long term and provisional personnel requirements; assists in the preparation of position descriptions and examinations (written and practical), interviews applicants for employment, and makes recommendations for promotions; answers and implements disciplinary actions; develops, arranges and assists in the in-service training of employees including instruction in safety and improved work procedures and methods; attends various meetings, seminars, and training sessions.

Plans and lays out work and assigns tasks to workers engaged in a wide variety of construction, maintenance and repair activities; instructs workers and crew leaders in methods and procedures and inspects work in process and upon completion; work performed is reviewed through discussions; supervises the use and operation of equipment used in the maintenance and construction of public buildings and signs.

Updates, implements and maintains a centralized (City-wide) computerized inventory system for the storage, receipt, issuance and coding of materials and equipment; plans and requisitions materials required for the City's annual capital improvement program; interfaces with Purchasing and Finance to maintain inventory records and conduct periodic reviews of purchases and inventory dispersals; implements direct purchasing of non-inventory items in both emergency/non-emergency situations; maintains a proper balance of all materials on hand and estimates stock requirements; supervises the maintenance, recording, and disposal of City waste oil collection; prepares all reports and schedules related to payment/refund of motor fuel; directs the maintenance of stock records and perpetual inventory of supplies.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours	Frequency	% of Annual Total Time
<p><input checked="" type="checkbox"/> Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required <input type="checkbox"/> Full-time salaried position¹</p> <p><input checked="" type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input checked="" type="checkbox"/> Other, describe: Responding to emergencies relating to weather, facility related, traffic control, etc. that may require off hour response.</p> <p>Regular attendance is an essential function of this job to ensure continuity of service delivery.</p>		
Plan, coordinate, direct, and oversee activities of the Building and Sign/Inventory Divisions	D	65
Responsible for work assignments, supervision and training for 20+ employees and the general operations of the Building and Sign/Inventory Divisions	D	15
Serve as a liaison for the Building and Sign/Inventory Divisions between all City Departments, agencies, and elected officials related to Building and Sign/Inventory operations	D	15
Prepare and submit proposed budgets for the division	A	1
Prepare reports and records relating to personnel and administrative matters	N	1
Answer, recommend, and implement disciplinary actions	N	1
Assist in preparation of position descriptions and examinations (written and practical)	N	1
Interview applicants for employment and make recommendations for long term and provisional employment and promotions	N	0.5
Coordinate cross-training of personnel within division responsibilities	N	0.5
And other duties that from time to time may be required and assigned.	N	1

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative; sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	<ul style="list-style-type: none"> Recommend changes in procedures and processes to improve efficiency; Support initiatives such as strategic planning, LEAN, and innovation; Maintain prompt, predictable, and regular physical attendance; Provide truthful and accurate written and verbal communications; Possess the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.
if checked the following are applicable to the position: <input checked="" type="checkbox"/> maintains the ability to competently and credibly testify in court; <input checked="" type="checkbox"/> maintains ability to lawfully operate designated motor	

¹ With expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases) Able to act independently and possess the leadership skills necessary for directing a division with multiple responsibilities. Good knowledge of municipal operations; considerable skill in analyzing, planning, coordinating, assigning, directing, supervising, and evaluating Building & Sign/Inventory operations and crew activities involving a diverse group of skilled and unskilled personnel, in a manner conducive to high performance standards and morale.

Extensive knowledge of the materials, methods, techniques and equipment commonly used in building and sign construction and maintenance activities; considerable knowledge of the principles and practices of safe and efficient use of tools, equipment, and vehicles used in building and sign construction, repair and maintenance; considerable skill in using the materials, tools, equipment, and methods of one or more of the building or mechanical trades; working skill in performing routine minor repairs and adjustments in mechanical and/or electrical equipment used by subordinates; considerable skill in interpreting routine engineering drawings and grade and line stakes; considerable knowledge of traffic laws.

Comprehensive knowledge of computerized inventory systems and how they correlate with the Purchasing and Finance Divisions; comprehensive knowledge of inventory control procedures; proficiency in maintaining stock records; accurate preparation of storeroom reports.

Considerable skill in understanding and following moderately complex oral and written instructions; considerable skill in communicating clearly and concisely, verbally and in writing; considerable skill in establishing and maintaining effective relationships with superiors, subordinates, employees, contractors, other agencies, and the public; solid problem solving skills; working skill in analyzing organizational and operational problems and developing timely, efficient, and economical solutions; considerable knowledge of modern office methods, practices, and procedures; considerable skill in the preparation and maintenance of clear, comprehensive, and accurate written reports and records; good knowledge of computer equipment and applications; good knowledge of union contractual agreements; good knowledge of staff selection and training.

Job Specific

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
prioritize/schedule planned activities for a wide variety of construction emergency work activity response for unplanned activities	create work order, assign personnel	Sungard HTE	Director
direct the planning and requisition of materials for Capital Improvement Projects	reassign personnel to accommodate response	personal experience	Director
direct/implement work zone safety setups	create subassembly bills of materials to capture requirements	requirements from Engineering plan, material history, etc.	Director
foster/motivate employees	barricade, delineation, closures, detours	MUTCD	Director
	establish good rapport with ancillary personnel	personal experience	Director

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
elected officials, police and fire administration, city hall administration, school administration, public works staff, general public	requests, complaints, advisory and support	inherent responsibility of the position
private sales and company executives (vendor contracts)	establish rapport, explore lines up support and get price quotes of operational materials	create good vendor relationships
other local government agencies	coordinate material support between agencies, communicate repair needs of support for county within city boundaries	establish cooperative government between agencies

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED

Less than High School High School/GED One Year Certificate Associate's Degree Bachelor's Degree Master's Degree
 Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Associates - Purchasing/Inventory Management, Bachelors - Public Administration or related field
 Additional Information (e.g. specific coursework, etc.): any equivalent combination of formal training and recent paid work experience
 No Experience < 2 yrs. 2 to 3 yrs. 4 to 5 yrs. 6 to 7 yrs. 8 to 9 yrs. 10 to 11 yrs. ≥ 12 yrs. (4-8 years recent paid supervisory work experience in Public Works)
 Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): any equivalent combination of formal training and recent paid work experience

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
WI Driver's License	self	yes	
DOT Drug and Alcohol for Supervisors Certification	Aurora Health Care	no	
CVMIC	CVMIC	no	yes
EOC Operations and Planning for all Hazards Certificate	Texas Engineering Extension	no	yes
WI Class A/B UST Operator Training Certification	Petroleum Training Solutions	no	yes
Materials Facilities Course	USAF Academy	no	yes
Construction Experience - Building, Roofing, Concrete	on the job training	no	yes
National Incident Management Systems (NIMS) ICS-100 and 700 training	Provided by City		yes (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):
 The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, Licensure or Training -

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:
 Close Supervision: Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
 Supervision: Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
 General Supervision: Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
 Direction: Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
 General Direction: Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written / Verbal Warnings	X		
Suspend Employees	X		
Terminate Employees	X		
Prepare Work Schedules for Others	X		
Project Management	X		
Provide Work Direction for Others	X		
Evaluate Performance of Others	X		
Counsel Employees	X		
Train Employees (as part of the normal duties of the job)	X		
Approve Overtime	X		

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.
³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License (CDL), confined space training, blood borne pathogen training, etc.

Direct supervision ⁴ of any employees.	Number of FTEs and job titles of those employees listed below:			
Job Title				# of FTEs
Building and Sign Lead				1
Inventory Specialist Lead				1
Lead Carpenter				1
Carpenter				1
HVAC Technician				1
Painter				1
Maintenance Repairer				1
Inventory Specialist				7
Custodian				2
Janitor				1
Laborer				1

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
 F=Frequent (34 to 66% of time, 2.6 - 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to --	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds					
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects					
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.					
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).					
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.					
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					
Crawling - Moving about on hands and knees and feet.					
Crouching - Bending body downward and forward by bending legs and spine.					
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.					
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.					
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.					
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.					
Hearing Requirements					

The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms): A yes or no answer is captured for each of the five hearing requirements listed:

One-on-one (in person)	Group or conference (in person)	Telephone	Other sounds	Passing of hearing test required

⁴ Section 111.70 (1)(c) Wis. Stats. defines a supervisor as "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."
⁵ https://www.bis.gov/ncs/ors/physical.htm

	Never	Seldom	Occasional	Frequent	Constant
10 key pad, touch screen, smart phone, etc.					X
Knéeing - Bending legs at knees to come to rest on knee(s)			X		
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object - usually by holding it in the hands or arms, but may occur on the shoulder.			X		
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers					X
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.			X		
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides.			X		
Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force			X		
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.			X		
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.			X		
Sitting - Remaining in a seated position.				X	
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.				X	
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles.				X	
Possess the capacity to effectively and efficiently work with/in the following conditions -					
Indoor/Office Work Environment					
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X		
Insects			X		
Rodents			X		
Exposure to Various Lighting Conditions (High, Low, LED, etc.)			X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X		
Outdoor Weather Conditions (Dry/Wet/Slippery)			X		
Hazardous Fumes or Odors / Toxic Chemicals		X			
Confined Spaces (as identified by OSHA)		X			
Close Proximity to Moving Machinery / Equipment		X			
Bodily Fluids / Communicable Diseases				X	
Working Alongside Moving Traffic on Roads				X	
Electrical Hazards			X		
Vibrations			X		
Dust			X		
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.					X
Other:					
Tools Used (add as needed)					
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	Level of Proficiency ⁶ if applicable	Never	Seldom	Occasional	Frequent
	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Field Technology: Ipad/Laptop/Smartphone	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X	
Microsoft Outlook	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				X
Microsoft Word	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X	
Microsoft Excel	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				X
Microsoft Access	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	X			
Microsoft PowerPoint	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		X		

⁶ Basic - Fundamental knowledge of common usage; Intermediate - able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced - able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert - Recognized Authority, Go to person, able to teach others

Section 9 - Additional Comments

Any additional information:

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: *David W. King* DATE: _____
DEPT. HEAD: _____ DATE: 3/13/19

SUPERVISOR: _____ DATE: _____
HR REP: _____ DATE: _____