



**Rebecca Grill**  
City Administrator  
rgrill@westalliswi.gov  
414.302.8294

## MEMORANDUM

**TO:** Administration & Finance Committee  
**FROM:** Rebecca Grill, City Administrator  
**DATE:** November 30, 2018  
**SUBJECT:** Department Request to Fill Position

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Attached is Dave Wepking's request to fill the vacant Administrative Support Specialist position in the Department of Public Works, Sanitation and Street 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  
Tim Last

ADM\Vacpos\VACPOSREQ AdmSupptSpec.SanStrDiv.120418



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

## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Dave Wepking, Director of Public Works *DW*  
Date: November 26, 2018  
Subject: Request to Fill Vacant Position

RECEIVED

NOV 26 2018

CITY OF WEST ALLIS  
CAO

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Administrative Support Specialist will become vacant November 30, 2018 when the incumbent transfers to a position with the Senior Center.

If this position is 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.

cc: Tim Last

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



# Request to Fill Position

Submit this form, a memorandum and current position description 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-Sanitation and Street Position Title: Admin. Support Specialist

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 11 / 30 / 20 18

Person Replaced: Sharon Roy

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: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_

Position provides administrative support for Sanitation and Street personnel (over 50 employees) and responds to various phone/online/in-person questions/concerns by patrons.

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_

The public would not receive timely information and/or responses to questions or problems they may have regarding refuse and recycling collection, street repairs, sewer problems, etc.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_

Other division's administrative support staff and Sanitation/Street supervisory staff would have to assume position responsibilities. Position also is a core member of the AssetWorks team for integration of new software for the department.

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

SEE ATTACHED

How has this vacancy/need been covered so far? \_\_\_\_\_

Current person is working half days until November 30th. Administrative support assistants and supervisory personnel are filling in until a new person is hired.

How many other similar positions exist in this department? one vacant and one filled

### Requestor Information

Please Print: David Wepking Director Public Works-Sanitation and Stre Department  
Name Title

Signature/Date: David Wepking 11 / 26 / 18

Attached:  Memorandum  Current Position Description



# JOB DESCRIPTION QUESTIONNAIRE (JDQ)

## SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Administrative Support Specialist	Department	Public Works	Division	Sanitation and Street
<b>Classification per 2.76 RMC</b>	<input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Confidential <input type="checkbox"/> Professional <input type="checkbox"/> General Employee <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> General Employee	Managerial Service <input type="checkbox"/> Deputy/Assistant <input checked="" type="checkbox"/> General Employee	Deputy/Assistant	<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input type="checkbox"/> Health <input checked="" type="checkbox"/> Library <input checked="" type="checkbox"/> PW <input type="checkbox"/> Police	Sanitation and Street
<b>Full-Time / Part-Time</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	<b>Supervisor Title</b>	Sanitation and Street Superintendent		
<b>HR Only</b>	<b>Working Title</b>	<b>Salary Grade -</b>	<b>E</b>	<b>FLSA Code:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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

Do you have a commitment to public service, a desire to help people, and a passion for implementing best practices? Join a team that strives to exceed the expectations of the citizens of West Allis, WI (Population 60,000) by delivering efficient high quality responsive services. This position provides administrative support to the Sanitation and Streets Division of the Public Works Department (and for other Divisions as needed). The Sanitation and Streets Division is responsible for residential recycling, garbage, and yard waste collection; municipal drop-off sites; alley, sidewalk, street, and sewer maintenance and repairs; snow and ice control, flooding and other weather related emergencies.

You must be a highly adaptable and responsive to the changing priorities of the department and the City. You must be comfortable interacting with a wide variety of people including the Elected Officials and the public. You must possess the ability to remain calm and professional when dealing with challenging situations and people. The **ideal candidate** for this position is an energetic, positive individual who is comfortable utilizing technology, streamlining processes, and providing high quality responsive customer service to external and internal customers.

Typical duties include: furnishes information in person, by email or phone regarding departmental policies and procedures with authority to commit division resources to work task; collects fees for materials to be dumped; collects fees and schedules special services; sells refuse and recycling collection carts, parts and arranges deliveries; types letters, forms, reports, articles and other material from copy, rough draft or dictation; operates radio equipment, duplicator, calculator, computer and applicable software systems, typewriter, and other modern office equipment; balances the cash drawer and arranges for the money deposit; distributes and receives permits and waivers; updates and distributes refuse and recyclable collection route sheets; reconciles refuse collection tipping fee invoices; acts as the dispatcher for the division; issues and approves stock requisitions; creates and issues work requests and job orders; issues orders to the crews via radio, verbally or in writing; verifies information given in various forms and documents either by telephone or by correspondence; composes correspondence in accordance with standard policies; reviews the accuracy and completeness of papers, documents and forms presented for filing, recording and other action; assembles and enters a variety of data from office records and files, searches and retrieves forms, documents, and correspondence; makes moderately complex tabulations and calculations; gathers, requests, and/or provides factual information requiring reference to a variety of sources; compiles periodic departmental reports from existing records; posts and maintains various departmental records which may require follow-up action with responsibility for currency and accuracy; keeps time and attendance records for the division; develops forms, procedures and records as needed; reads, interprets and/or maintains technical records, reports and documents; when assigned, plans or supervises the work of a small number of employees performing administrative tasks.

## 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/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time

Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required  Full-time salaried position  
 Emergency call outs, before and after standard scheduled hours of work including weekends and holidays  Watch Duty  Other, describe:  
 Regular attendance is an essential function of this job to ensure continuity of service delivery.

Provide accurate and concise information to employees, citizens, businesses, elected officials regarding all division responsibilities	D	25
Record and maintain garbage and recycling cart sale purchases (online, in person and Engineering Department)	D	2
Develop and generate reports regarding division responsibilities, including – snow logs, routes, sweepings, employee hours, management reports which assist supervisors in efficient and effective resource allocation.	D, N	14
Create work orders for division operations.	D	7
Draft correspondence using mail merges to contact residents to advise of issues, including street construction, placement of mailboxes, medical/back door pick up, sewer cleaning, etc.	N	7
Provide technical assistance for other employees regarding computer software, forms and GIS programs.	W	1
Record, organize and maintain payroll reports using time entry system and timecards; record and analyze daily attendance roster	D	9
Assist superintendent and supervisors with researching employee work history for projects	N	1
Issue citations to residents using current software, and coordinate with Police Department	M	3
Prepare annual reports for division operations	A	3
Contact employees for weather related and emergency operations	N	1
Enter receipt processing for supplies from street construction and inventory requests	D	2
Initiate creation, updating, and ordering of forms for residential communications	N	8
Reconcile account invoices for vendors	M	4
Coordinate deliver and pick up of dumpsters for street construction projects	N	1
Assist in the budgeting process by entering and obtaining figures from various sources	A	1
Initiate updates to maps, forms, and route changes	N	1
Review and coordinate updates to division page on City Website	N	1
Collect and reconcile money received from residents for various pickups, permits, and purchases	D	5
Assist in the dissemination of policy and procedure updates to employees and residents	N	1
Collaborate with Communications Department to notify media of weather events affecting residents	N	1
Contact outside vendors for pick up	W	2
<b>And other duties that from time to time may be required and assigned.</b>	N	1

<sup>1</sup> 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.

**SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

<b>Accountable</b>	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.
<b>Driven</b>	Goal oriented, creative in problem solving; exhibits initiative: sets and pursues high standards; motivated to succeed.
<b>Dedicated</b>	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
<b>Integrity</b>	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
<b>Technical United</b>	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology); develops cross-functional skills. Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
<b>Progressive</b>	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.

- 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;
- Process 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:**  maintains the ability to competently and credibly testify in court;  maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed;  maintains the ability to travel throughout and enter all different properties in the jurisdiction

**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) Knowledge of office technology methods, practices, procedures and equipment; proficient in the use of computers and applicable departmental software (as listed in the Tools used section); ability to use discretionary judgment in dispensing information; ability to manage multiple priorities; skill in working independently without specific instructions; ability to understand and follow complex oral and written instructions; ability to make computations quickly and accurately; considerable knowledge of grammar; spelling and punctuation; ability to keep complex records, to assemble and organize data, and to prepare reports from such records; ability to compose letters and reports relative to departmental policies and procedures; considerable knowledge of City Ordinances and Department/Division rules, regulations, policies and procedures; considerable knowledge of cash handling; ability to establish and maintain effective working relationships with supervisors, employees and the public; working skill in supervising the work of others. Regular attendance is an essential function of this job to ensure continuity of service delivery.

**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
Dumpsters not being emptied on street construction site regularly	Change vendor	Contacted various vendors for availability and pricing	Sanitation Supervisor
Residents call with refuse and recycling questions and problems	Given them informative answers or direct to correct department for their issues	Contacts within other departments	None
Reconciling refuse invoice	Contact vendor to review charges		Sanitation and Street Superintendent
Residents come in with questions and problems	Answer questions or call department that has answers	Contact responsible department	None
Unable to contact property owner	Search online and contact Police Department for current information	Contact Police	None

Job specific

**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?
Fire Department	Accident clean up, training, sand for barrels	Resident safety
Clerk's Office	Questions from residents	Provide information to residents
Treasurer's Office	Deposit reconciliation	Requirements for Deposits
Municipal Court	Send citations	Provide information regarding court cases
BINS	Complaints regarding garbage in yards or housing	BINS inspects the properties
Residents	Questions or complaints about refuse, recycling, hours, snow plowing, leaf pick up, brush, medical forms, potholes, neighbor complaints, dead animals, invoices to pay or on tax bill	Provide information for residents regarding policies and procedures
Superintendents and Supervisors	Assist with computer questions, answer resident questions, work on projects, create and maintain forms, checklists, scheduling, letters, relay messages to employees, other departments, other municipalities, businesses	To keep everyone informed
WAPD	Emergency situation, need sweeper, accident debris pick up, sign hit, electrical light hit, downed traffic light, slippery road, hydrant hit, water main break	Safety and security of residents
Health Department	Neighbor complaints about commercial and apartment buildings and about rat problems in the City	Assist the Health Department in the process of inspecting properties
Assessor's Office	Find out zoning on properties, any recent sales or assessment changes in zoning	Verify accuracy of ownership to issues citations or allocate special charges on taxes
Communications	Media alerts, website and social media updated, print collateral	Inform residents
Alderspersons	Refuse or street situation that needs repair or inspection, residents need help with recycling and refuse	Assist them in providing accurate information to residents
Human Resources	Employee questions about insurance, policies, training	Human Resources assists in providing the answers and clarifications
Finance Department	Send charges to taxes for bulk pickups or carts, payroll questions	Finance needs accurate information on charges for creation of resident invoices
IT	Set up email accounts, computer issues	IT coordinates technology resources
Engineering Department	Residents make payments at City Hall, street construction contacts, project numbers	Engineering provides the amount, reason and address, of payments and advises us contracts during construction season
GIS	Garbage routes and snow/ice routes	Help coordinate maps and routes
Outside vendors	Pick up metal, oil, filters, antifreeze, recyclables, shopping carts, order supplies	Notify when our bins are full and need exchanging, carts to be picked up, etc.

**SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED<sup>2</sup>**

<b>Education</b>	<input type="checkbox"/> Less than High School <input checked="" type="checkbox"/> High School/GED <input type="checkbox"/> One Year Certificate <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.):
<b>Experience</b>	<input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yr. <input checked="" type="checkbox"/> 2 to 3 yrs. <input type="checkbox"/> 4 to 5 yrs. <input type="checkbox"/> 6 to 7 yrs. <input type="checkbox"/> 8 to 9 yrs. <input type="checkbox"/> 10 to 11 yrs. <input type="checkbox"/> ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): 2-3 years of recent administrative support work experience including extensive customer service interaction, and cash handling in the large Public Works organization or equivalent. Ability to enter data and utilize software in accordance with the needs of the department. Demonstrated proficiency in Microsoft Office Suite programs - including Microsoft Outlook (mail, calendar, tasks), Word (templates, forms, mail merge, reviewing) and Excel; and Adobe Acrobat. Advanced skills in English grammar/writing and math. Experience working with groups of people from diverse backgrounds.

<sup>2</sup> 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.

Required Certification/Licensure/Training <sup>3</sup>	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Notary Public	Online	No	Yes
National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		X
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.			
<b>List preferred Education, Experience, Certification, Licensure or Training – Associate's degree - Administrative Professional or related field</b>			

**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 (Cross Training)		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies	X		
<b>Direct supervision<sup>4</sup> of any employees.</b>			<b># of FTEs</b>
N/A			

**SECTION 8 - PHYSICAL DEMANDS<sup>5</sup> 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		X			
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects		X			
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.				X	
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	X				

<sup>3</sup> 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.

<sup>4</sup> Section 111.70(1)(o) 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."

<sup>5</sup> https://www.bls.gov/ncs/ors/physical.htm



hold a railing).							
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.				X			
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.							X
Crawling - Moving about on hands and knees or hands and feet.			X				
Crouching - Bending body downward and forward by bending legs and spine.				X			
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.				X			
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.							X
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.			X				
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.				X			
Hearing Requirements							
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alerts). A yes or no answer is captured for each of the five hearing requirements listed:							
	One-on-one (in person)	Yes					
	Group or conference (in person)	Yes					
	Telephone	Yes					
	Other sounds	Yes					
	Passing of hearing test required	No					
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.							X
Kneeling - 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 A/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.							
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			
<b>Possess the capacity to effectively and efficiently work with/in the following conditions -</b>		<b>Never</b>	<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	
Indoor/Office Work Environment	X						X
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.)							
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)		X					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				



**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: \_\_\_\_\_ DATE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_ HR REP: \_\_\_\_\_ DATE: \_\_\_\_\_