WEST ALLIS

CITY AT THE CENTER

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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City Hall
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West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
        City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: October 31, 2012

Attached is Mike Lewis' request to fill an upcoming vacant Maintenance Repairer position in the Public Works-Building/Inventory and Electrical Services Division, Building & Sign Section.

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.

PMZjfw
cc: Mayor
        HR Division
        Mike Lewis
        Tom Harmatys
        Doug Bartels

ADM\Vacpos\VACPOSREQ MainRpr BldgSect 110512

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works/City Engineer

Date: October 30, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/Inventory and Electrical Services Division. The position of Maintenance Repairer (Building and Sign) will be vacated November 23, 2012 when the incumbent, Craig Chepeck, retires after working for the City for over 33 years.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Building and Sign/Inventory Superintendent Doug Bartels or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
    Doug Bartels
    Audrey Key

h:\my documents\personnel\misc\chepeck.vac

REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1.   Position Title: Maintenance Repairer (Building and Sign)

2.   Department/Division: Public Works/Building and Electrical Services Division

3.   Vacancy Date: 11-23-2012

4.   Vacancy Reason: retirement

5.   a.   What are the specific work responsibilities of the position?

           install and maintain street signs; maintain and repair City buildings and grounds; assist with snow removal at City buildings and grounds; assist skilled journey workers such as carpenters and plumber; remove graffiti; and paint pavement line markings

        b.   How many other such positions exist in this Department?

           three (3) in the Building and Sign Section

6.   What are the reasons why the position must be filled?

        to provide timely performance of above listed duties

7.   What will be the impacts on service functions if the position were not filled?

        a.   Service to the public.

           poor visibility of pavement line markings could lead to physical and property damage, poor maintenance of building infrastructure could result in failure of the systems and making them unusable or less than efficient

        b.   Service to staff.

           increased complaints

8.   What is the fiscal impact related to filling this vacancy?

        salary range for Maintenance Repairer $20.86/hour to $22.51/hour (schedule R)

9.   Remarks/Comments:

Signature: _____ Date:____10-30-2012_____
        Director of Public Works/City Engineer