



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
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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: March 4, 2014

Attached is Mike Lewis' request to fill a vacant Water Meter Reader position in the Department of Public Works, Water 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.

PMZjfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Dan Schwebke



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

414/302-8832
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westallswi.gov

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: February 11, 2014

Subject: Request to Fill Vacant Position

A handwritten signature in black ink, appearing to be "MGL", written over the "Subject" line.

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division in the position of Meter Reader. This position became vacant on January 31, 2014, when employment of the incumbent, James Bennett, was terminated.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Water Division Superintendent Dan Schwebke or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Dan Schwebke
Audrey Key

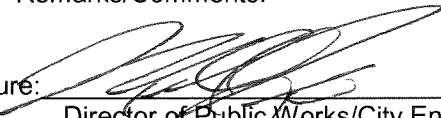
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**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

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: Water Meter Reader
2. Department/Division: Public Works/Water Division
3. Vacancy Date: January 30, 2014
4. Vacancy Reason: termination
5.
 - a. What are the specific work responsibilities of the position?
collect readings from water meters.
 - b. How many other such positions exist in this Department?
none
6. What are the reasons why the position must be filled?
could not bill for water or sanitary sewer usage if information is not collected
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
inaccurate estimated billings to our customers
 - b. Service to staff.
increased complaints
8. What is the fiscal impact related to filling this vacancy?
salary range for Meter Reader \$20.90/hour to \$22.79/hour (2014 schedule R)
9. Remarks/Comments:

Signature:  Date: 02-11-2014
Director of Public Works/City Engineer