



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

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**MEMORANDUM**

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *rg*  
RE: Department Request to Fill Vacant Position  
DATE: August 31, 2016

Attached is Mike Lewis' request to fill the vacant position of Electrical Mechanic in the Department of Public Works, Building/Sign and Electrical Division, Electrical 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.

RG:jfw

cc: Mayor  
HR Dept.  
Mike Lewis  
Dave Wepking  
Al Brooks

ADM\Vacpos\VACPOSREQ ElecMech.ElecSect 090616



**Michael G. Lewis**  
Director of Public Works/City Engineer  
Department of Public Works  
414.302.8360  
mlewis@westalliswi.gov

RECEIVED

AUG 23 2016

CITY OF WEST ALLIS  
CAO

## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Michael G. Lewis, Director of Public Works/City Engineer  
Date: August 9, 2016  
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Building/Sign and Electrical Division, Electrical Section. The position of Electrical Mechanic I became vacant July 29, 2016 when the incumbent was terminated during his 6 month probationary period.

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: Dave Wepking  
Al Brooks

h:\my documents\personnel\misc\robinson 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 Position Title: Electrical Mechanic I  
 Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 07 / 29 / 2016  
 Person Replaced: incumbent terminated  
 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: asap / \_\_\_\_ / 20\_\_\_\_



Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: possession of State of Wisconsin Department of Safety Professional Services Certification for Masters Electrician

Why is it necessary that this position be filled? What operational needs does this position fulfill? to maintain street lighting, traffic signals, electrical and data throughout city buildings; install wiring, bases for street lighting, traffic signals for street projects and any other projects

What will be the impacts on service functions to the public if the position is not filled? street lights called in for being out will not be replaced as fast, street light circuits with faults in them will not be repaired as quickly which may cause additional problems in the circuits which cause a portion of the circuit to be out

What will be the impacts on service to city staff if the position is not filled? if understaffed won't keep up with contractors when the projects are calling for conduit and wiring at the same time which happens every year

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) none-we have worked 2 years understaffed and fell behind on maintaining street light circuits and outages

How has this vacancy/need been covered so far? will fall further behind

How many other similar positions exist in this department? 5



### Requestor Information

Please Print: Michael Lewis Dir. of P.W./City Eng. DPW/Engineering  
Name Title Department

Signature/Date: [Signature] 8 / 9 / 2016  
Title Department

Attached:  Memorandum  Current Position Description

## ELECTRICAL MECHANIC I

**JOB SUMMARY:** This is skilled work at the journeyman level involving responsibility for the performance of a variety of skilled duties associated with electrical maintenance and repair.

**NATURE OF THE WORK:** Under general supervision, an employee in this classification performs work associated with the installation, maintenance, inspection, and repair of electrical wiring systems and equipment. The Electrical Division is responsible for street lighting, lighting services in parks, playgrounds, and parking lots, lighting for public services and in public buildings, and the installation and maintenance of the traffic control system throughout the City.

**DUTIES:** Typical duties include: installs, modifies, repairs, loads, and tests wiring, conduit circuits, outlets, fixtures, switches, switchboards, panel boards, transformers, and other equipment and devices in the size, type, and arrangement needed for proper and safe operations; tests, repairs, or replaces components of defective or worn out equipment such as motors, generators, storage batteries, and timing devices; performs preventive maintenance tasks including inspection, cleaning, oiling, and adjusting electrically operated systems, equipment, and devices, and locates underground cables. In connection with high voltage systems, troubleshoots cable systems, locates shorts, opens, grounds, or cable breaks using such common electrical test devices as voltmeter, ohmmeter, and megger; strings and pulls wires to proper tension and sag; installs and pulls cable underground from source of feed; splices and connects wires; directs the erection and raising of poles; inspects condition of transformers, switches, and cable; checks voltage at secondary terminals and makes repairs to defective, loose, or corroded connections; operates tripping mechanism of primary circuit breakers and performs needed repair and replacement work; sketches circuits, estimates costs; requisitions materials and supplies. An Electrical Mechanic I works from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals to plan and lay out the routing, placement, type, size, gauge, balance, load, continuity, and proper and safe operation of electrical lines, circuits, systems, equipment, and controls; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; performs other duties as assigned.

An Electrical Mechanic I must be available to work nights, weekends, overtime, and at odd hours when emergency situations require such duty, and to serve on rotational watch duty when assigned.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, standard practices, materials, symbols, components, tools, and instruments of the electrical profession; considerable knowledge of the codes and standards of electrical construction and installation; thorough knowledge of the occupational hazards and safe work practices of the trade; ability to install, operate, maintain, and repair wiring systems, equipment controls, and related apparatus; ability to analyze and work from blueprints, sketches, specifications, and diagrams; ability to estimate costs for small electrical projects; skill in the use of hand tools common to the trade; ability to establish and maintain effective working relationships with supervisors, employees, and the public; ability to understand and effectively carry out verbal and written instructions; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence and continuous improvement.

**MINIMUM REQUIREMENTS:** Applicants may qualify as to training and experience by meeting any ONE of the following: high school, trade school graduate/equivalent, the completion of an approved Electrical apprenticeship and at least five years of recent paid work experience; OR high school, trade school graduate/equivalent, and, at least six years of recent paid work experience as a journey-level electrician. This experience must be broad enough to clearly indicate the applicant has the required electrical knowledge and experience/background necessary to perform the type of work as listed under "Duties".

Possession of a valid Journeyman or Master Electrician Certification by the Wisconsin Department of Safety and Professional Services.

Possession of a valid Wisconsin Driver's License and acceptable driving record per City policy.

Possession and maintenance of a Wisconsin Commercial Driver's License (Class B,C with air brakes) and Tanker (N) Endorsement within six (6) months of appointment.

Familiarity in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook), mobile devices such as an iPad, etc. is desirable.

Possess the physical capacity to perform the duties of the position including, but not limited to, continuous heavy lifting of 50-100 lbs.; occasional lifting up to 50 lbs.; ability to comfortably work from ladders of various heights, scaffolding, and aerial lifts; ability to work from a bucket truck at heights up to 65 feet above ground level; ability to climb water towers lifting body weight and equipment; and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

**ACTIVITY FREQUENCIES**

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials, and tasks.

Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

Ability to work nights, weekends, overtime, and at odd hours when emergency situations require such duty, and serve on rotational watch duty when assigned.

This position description 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. 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.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised August, 2016

Approved \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Division Head

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date