



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

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca N. Grill, City Administrator *RG*  
RE: Department Request to Fill Vacant Position  
DATE: June 29, 2016

Attached is Mike Lewis' request to fill the upcoming position vacancy of Sanitation and Street Superintendent 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.

RNG:jfw

cc: Mayor  
HR Dept.  
Mike Lewis  
Dave Wepking

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RECEIVED

JUN 23 2016

CITY OF WEST ALLIS  
CAO

DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis  
*Director*

Dave Wepking  
*Assistant Director*

414/302-8832  
414/302-8889 (Fax)

Municipal Yards  
6300 West McGeoch Avenue  
West Allis, Wisconsin 53219

[www.westalliswi.gov](http://www.westalliswi.gov)

## MEMORANDUM

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To: Rebecca Grill, City Administrator

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

Date: June 16, 2016

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Sanitation and Street Division. The position of Sanitation and Street Superintendent will become vacant when the incumbent, Bruce Danowski, retires on June 30, 2016.

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

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# 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/Engineering Position Title: Sanitation and Street Supt.

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 06 / 30 / 2016

Person Replaced: Bruce Danowski

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: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
Direct and coordinate activities of division, two divisional supervisors and approximately 48 employees within Sanitation and Street Division.

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
More daily responsibilities of supervisors within Sanitation and Street Division will not be completed due to added responsibilities. Daily tasks addressing refuse and/or recycling complaints, street maintenance issues, and checking job sites, etc. may decrease efficiency.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
More responsibility added to both supervisors. Response to issues may be longer. Availability to check job sites and answer employee questions. Delay in responding to contractor requests. Reduced field time and increase in administrative office.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_  
We have been keeping extra Sanitation/Street supervisory position open past 3 years and added more responsibility to existing Superintendent and two supervisory positions. Require focal position to make decisions.

How has this vacancy/need been covered so far? \_\_\_\_\_  
It hasn't been vacated yet.

How many other similar positions exist in this department? 0



### Requestor Information

Please Print: Michael Lewis Dir. of PW/City Engineer Public Works/Engineering  
Name Title Department

Signature/Date:  6 | 9 | 2016

Attached:  Memorandum  Current Position Description

CLASS TITLE: Sanitation and Streets Superintendent

DEFINITION: Under general direction; performs work of considerable difficulty directing and coordinating Public Works field activities of street and sewer maintenance and refuse disposal; assists Director of Public Works/Engineering and Assistant Director of Public Works in the resolution of Departmental Administrative problems; performs related work as assigned.

EXAMPLES OF DUTIES: Confers with, advises and gives direction to the work of subordinate supervisors involved in street, sewer, and refuse disposal; plans, develops and oversees the implementation of new and/or more effective and efficient methods for refuse/recycling collection, including compliance and enforcement via issuance of citations, sanding, salting, snow plowing and related activities; sets division goals; coordinates the Department's budget process; prepares and submits division budget and related reports/articles as directed; coordinates the acquisition, distribution and assignment of equipment materials and supplies; periodically reviews purchases and inventory dispersals with the Finance Department; assists in developing training programs and scheduling equipment demonstrations; coordinates Emergency Government Operations; declares snow emergencies and coordinates snow plowing, salting and flood control operations; serves as liaison to Police and Fire during joint emergency operations with Public Works; prepares routine and special reports and conducts investigations as required; establishes vacation quotas and schedules; determines long term and provisional personnel requirements; prepares performance appraisals for subordinate supervisors and other employees; recommends promotions and transfers between sections and divisions; answers and implements disciplinary actions; attends various meetings, seminars, and training sessions; 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.

Investigates and reviews all injuries and accidents involving division personnel and equipment and assists the Safety and Training Coordinator in arranging safety training for the Department; investigates unresolved citizen complaints; oversees yard waste collection and compositing; oversees recycling activities; reviews and approves blueprints for refuse storage areas; determines training for subordinate supervisors and office staff; assists in procuring private contractors; performs field inspections of City-let construction projects; coordinates Department work activities with Engineering Department and contractors.

Assesses the Department's computer needs including G.I.S. and other public works computer applications; assumes full responsibility for the activities of all divisions within the Department of Public Works in the absence of the Director and Assistant Director.

MINIMUM QUALIFICATIONS:

Training and Experience: High School graduate/equivalent; eight years of recent public works maintenance work experience, three of which are at the supervisory level.

A valid Wisconsin Driver's License and good driving record per City policy.

Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook) etc.

Completion of CVMIC's Certificate in Management or equivalent coursework at the discretion of the Director of Public Works/Engineering.

Knowledge and Skills: Considerable knowledge of modern practices, equipment and materials used in street surfacing and repair, sewer system maintenance, refuse, recycling, and landfill operations and related public works activities; good knowledge of the practices, procedures, equipment and tools common to the operation of other divisions in the Department; considerable knowledge of Public Works ordinances, rules and regulations; considerable knowledge of safety practices and precautions; considerable knowledge of emergency operations.

Considerable knowledge of supervisory techniques; considerable skill in organizing, directing and coordinating the activities of a large division; considerable skill in participating in the development of long term plans and programs

# SANITATION AND STREETS SUPERINTENDENT

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related to public works; considerable skill at coordinating and directing Department's emergency response to snow, hazardous materials, trench rescue, and flood work-related activities; ability to understand and read blueprints; considerable skill in communicating clearly and concisely, verbally and in writing; good skill in establishing and maintaining effective work relationships with superiors, subordinates, staff, employees, City officials and the public; considerable skill in planning and supervising a varied work program involving unskilled, skilled and supervisory personnel in a manner conducive to full performance and high morale; considerable skill in planning, organizing, assigning, supervising and evaluating operations and crew activities; working skill in determining and forecasting the needs for maintenance services and developing such programs; solid problem solving skills; working skill in analyzing organizational and operational problems and developing timely, efficient, and economical solutions; good knowledge of computer applications; good knowledge of staff selection and training.

Possess the emotional intelligence to effectively perform the duties of the position.

**Physical Demands:** Possess the physical capacity to perform the duties of the position including but not limited to, occasional lifting up to 20 lbs.; occasional heavy lifting up to 100 lbs.; occasional very heavy lifting over 100 lbs. with aids; ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, reach, push, pull, etc.; continuous arching of neck; occasional entering and exiting of a City vehicle; occasional driving in variable and unfavorable weather conditions; ability to occasionally walk on uneven surfaces; and the ability to continuously focus for long periods of time on projects or while working on computers.

Reference Chart:

### 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, rodents, insects, vehicular traffic, dust and other hazards of the trade. The employee is required to react appropriately when hazards are identified.

Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty.

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 June, 2016

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date