



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
*City Administrative Officer
Clerk/Treasurer*


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: January 7, 2014

Attached is Mike Lewis' request to fill an upcoming vacant Equipment Operator II 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

ADM\Vacpos\VACPOSREQ EqOprWtr 010714



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westalliswi.gov

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: December 17, 2013

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Water Division. The position of Equipment Operator II will become vacant when the incumbent, Chuck Cohen, retires on January 6, 2014.

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: Equipment Operator II
2. Department/Division: Public Works-Water Division
3. Vacancy Effective: January 6, 2014
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?

Prepares worksites for excavations performed by backhoe to assist in maintenance of City's water distribution system
- b. How many other such positions exist in this Department?

0 in Water Division, 2 in Sanitation and Street Division
6. What are the reasons why the position must be filled?
 - a. maintain the water distribution in a safe manner and in compliance with Public Service Commission rules
 - b. maintain the fire protection system in the City
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.

threaten the health and safety of the public
 - b. Service to staff.

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

salary range for Equipment Operator II \$24.20/hour to \$26.11/hour (2014 schedule R)
9. Remarks/Comments:

Signature:  Date: 12-17-2013
Director of Public Works/City Engineer