



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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www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: July 3, 2012

Attached is Mike Lewis' request to fill two vacant Maintenance Repairer positions 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
Tom Harmatys
Dan Schwebke

ADM\Vacpos\VACPOSREQ MaintRpr WtrDiv 070312



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

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

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: June 28, 2012

Subject: Request to Fill Vacant Positions

The Department of Public Works respectfully requests permission to fill 2 vacancies in the Water Division in the position of Maintenance Repairer. The first position became vacant when Todd Albrecht, a Laborer, was promoted to the position of Maintenance Repairer in December of 2010. I would like to fill this Laborer vacancy as a Maintenance Repairer.

The second position will become vacant when the incumbent, Greg Kerski, a Laborer, transfers to the Sanitation and Street Division on July 2, 2012. I would like to fill this Laborer vacancy as a Maintenance Repairer as well.

If one or both of these positions 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 these positions.

cc: Tom Harmatys
Dan Schwebke
Audrey Key

h:\my documents\personnel\misc\albrecht.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-2
2. Department/Division: Public Works/Water Division
3. Vacancy Effective: first position December 2010, second position July 2012
4. Vacancy Reason: first position promotion, second position transfer to Sanitation and Street Division
5. a. What are the specific work responsibilities of the position?
installs, repairs or replaces water mains and services; installs, maintains and repairs hydrants, curb stops, valves, etc.; makes taps, repairs leaks, etc.
- b. How many other such positions exist in this Department?
six (6)
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 Maintenance Repairer \$20.86/hour to \$22.51/hour (schedule R)
9. Remarks/Comments:

Signature:  Date: 06-28-2012
Director of Public Works/City Engineer

RECEIVED
JUL 3 2012
CITY OF WEST ALLIS
CAO