



**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: March 15, 2012

Attached is Tom Harmatys' request to fill a vacant Building and Sign Lead Person position in the Public Works-Building and Electrical Services Division, Building and Sign/Inventory 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.

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis  
Tom Harmatys  
Doug Bartels



**DEPARTMENT OF PUBLIC WORKS**

**Michael G. Lewis**  
*Director*

**Thomas Harmatys**  
*Assistant Director*

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6300 West McGeoch Avenue  
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## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

From: Thomas Harmatys, Assistant Director of Public Works <sup>TH</sup>

Date: March 14, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests after the fact permission to fill a vacancy in the Building and Electrical Services Division, Building and Sign/Inventory Section. The position of Building and Sign Lead Person was vacated in December of 2011 when the incumbent, Wayne Levra, retired. Paul Barwick was appointed to this position through Rule XV approval by the Civil Service Commission at its February 1, 2012 meeting. The request to Council for permission to fill this vacancy was unintentionally omitted during the process to appoint Mr. Barwick.

Either Building and Sign/Inventory Superintendent Doug Bartels or I are available to answer any questions relative to the need to fill this position.

cc: Michael Lewis  
Doug Bartels  
Audrey Key

h:\my documents\personnel\misc\levra.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: Building and Sign Lead Person

2. Department/Division: Public Works-Building and Electrical Services Division

3. Vacancy Date: December 2011

4. Vacancy Reason: retirement

5. a. What are the specific work responsibilities of the position?

Directs the work assigned to others through instruction, demonstration and monitoring the work in progress. Performs skilled maintenance and repair work requiring various building trade practices.

b. How many other such positions exist in this Department?

none

6. What are the reasons why the position must be filled?

This position assists in the direction of Building and Sign personnel. The superintendent would be required to perform Lead Person duties and have less time for administrative duties relative the superintendent position.

7. What will be the impacts on service functions if the position were not filled?

a. Service to the public.

Assures work assignments are carried out in an efficient and timely manner thus reducing complaints from the public.

b. Service to staff.

As noted above, frees superintendent of routine monitoring chores, allowing superintendent to focus more on administrative duties.

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

Lead Person salary range \$25.52/hour to \$27.52/hour (schedule R)

9. Remarks/Comments:

Signature: Thomas Hasmatip Date: March 13, 2012  
Assistant Director of Public Works