



**CITY ADMINISTRATIVE OFFICE**

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


414/302-8294  
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City Hall  
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West Allis, Wisconsin 53214

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: April 2, 2013

Attached is Mike Lewis' request to fill a vacant Maintenance Repairer 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 MaintRpr WtrDiv 040213



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

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## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

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

Date: March 26, 2013

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division in the position of Maintenance Repairer. This position became vacant when the incumbent, John Eckl, retired on March 26, 2013.

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

h:\my documents\personnel\misc\eckl.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. Department/Division: Public Works-Water Division
3. Vacancy Effective: March 26, 2013
4. Vacancy Reason: retirement
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?  
  
seven (7)
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 \$21.69/hour to \$23.41/hour (schedule R)
9. Remarks/Comments:

Signature: \_\_\_\_\_

Director of Public Works/City Engineer

Date: 03-26-2013