



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

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator *RG*

RE: Department Request to Fill Vacant Position

DATE: September 29, 2017

Attached is Mike Lewis' request to fill the vacant position of Equipment Mechanic in the Department of Public Works, Fleet Services 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.

RG:jfw

cc: Mayor
HR Dept.
Mike Lewis
Dave Wepking
Jim Keu

ADM\Vacpos\VACPOSREQ EquipMech.FleetDiv 100317



Michael G. Lewis
Director of Public Works/City Engineer
Department of Public Works
414.302.8888
mlewis@westalliswi.gov

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: September 27, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Fleet Services Division. The position of Equipment Mechanic became vacant on May 26, 2017 when the incumbent resigned.

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
Jim Leu

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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

Position Title: Equipment Mechanic

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 05 / 26 / 2017

Person Replaced: Randy Lenich

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: _____ / _____ / 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? _____

This position must be filled in order that the City's multi-million dollar fleet of equipment is maintained in operational readiness and to make needed emergency repairs in a timely fashion thus avoiding staff downtime.

What will be the impacts on service functions to the public if the position is not filled? _____

Equipment may not be operationally ready to perform routine or emergency services.

What will be the impacts on service to city staff if the position is not filled? _____

Increased complaints from the public and elected officials that services are not being performed in a timely manner.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____

Specialty job requiring the performance of specialty tasks.

How has this vacancy/need been covered so far? _____

Will fall further behind.

How many other similar positions exist in this department? 3 of the 9 Equipment Mechanic positions are vacant

Requestor Information

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

Signature/Date: [Signature] 9/28/2017

Attached: Memorandum Current Position Description

CLASS TITLE: EQUIPMENT MECHANIC

DEPARTMENT: Public Works - Fleet Services Division

CLASSIFICATION and SALARY GRADE: Non-Exempt – Classified Service – Grade F

DEFINITION: This is skilled work in the maintenance and repair of gasoline and diesel engine powered equipment. An Equipment Mechanic in the Fleet Services Division performs a variety of skilled and technical tasks in the maintenance and repair of a wide array of light, medium, and heavy duty trucks and equipment. Work ranges from minor repair to overhaul of equipment such as trucks, rollers, loaders, street sweepers, compressors, pumps, and other heavy construction equipment. The work involves occasional welding and machine shop operations. One or more workers may be assigned to assist mechanics as needed. Assignments are generally received from a supervisor or lead person who inspects work upon completion.

EXAMPLE OF DUTIES: Collects all necessary vehicle information for repair; performs diagnostics and repairs in a timely manner to defective and damaged components in mechanical, electrical, pneumatic, electronic, hydraulic, heating, cooling, gasoline, and diesel fuel systems--effective repairs to these systems are accomplished by repair, adjustment, rebuilding or replacement of any and/or all related components through a thorough working knowledge of the proper use and application of technical diagnostic equipment, specialized tools, welding, cutting, and hand tools; tests equipment for adequacy of repairs; performs diagnostic road tests; documents and advises on additional work required and any related equipment concerns; requisitions supplies, tools, and materials; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN, and innovation; 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; performs other duties as assigned.

QUALIFICATIONS:

An Equipment Mechanic must be available to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty. This position requires solid work ethic, integrity, initiative, accountability, and emotional intelligence to effectively perform the duties of the position.

Education, Training and Experience:

Associates Degree in Diesel Automotive Repair and Powertrain Servicing, Auto Collision Repair and Body Finishing, Welding Technology, or related field and two years of recent paid work experience in the maintenance and repair of late model trucks and heavy diesel motorized road equipment; OR high school/trade school graduate or equivalent and completion of an accredited full time training program in automotive or diesel mechanics may be substituted on a year-for-year basis for the required experience; OR high school/trade school graduate or equivalent and (4) four years of recent paid work experience broad enough to clearly indicate the required knowledge and experience/background necessary to perform the type of work as listed under "Duties". Completion of a diesel automotive apprenticeship is preferred.

Familiar with the use of an office computer and software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Outlook), diagnostic and related software, mobile devices such as an iPad, etc.

Completion of the National Incident Management System's (NIMS) ICS-100 and 700 training within 6 months of appointment. On-the-job training and testing provided.

License and Certificates:

Possession of a valid Wisconsin Drivers license and acceptable driving record per City policy.

Possession of a valid Wisconsin Commercial Driver's License (Class A with air brakes) and Tanker (N) Endorsement within six (6) months of appointment. Test material and on-the-job training provided.

Forklift certified within six (6) months of appointment; training and certification provided by the City.

Possess the ability to drive all pieces of City equipment and vehicles. On-the-job training provided by the City.

AC certified within one (1) year of appointment. Training assistance provided by the City.

Entry Level for Welder/Fabricator:

S Certificate of Competency Structural Steel Welding in WI; Weld Position Qualified 3-G, 4-G; Grooved Limited 1-6, 2-G, 3-G, 4-G; Fillet Limited 1-F, 2-F, 3-F, 4-F; Range Unlimited.

Solid Professional (all emphases):

Certification as a Master Medium/Heavy Truck Technician in seven areas through the National Institute for Automobile Excellence (ASE).

Knowledge, Skills and Abilities:

The Public Works fleet is comprised of a wide variety of modern and current production equipment ranging from light duty automotive equipment to highly specialized heavy equipment covering a broad range of automotive, truck, and equipment manufacturers. Due to the rapidly evolving technical aspects of this position, a mechanic is required to have working knowledge of diesel and gasoline engines, drive trains, including automatic transmissions, steering and suspension systems, brake systems both hydraulic and air, electrical starting, charging and lighting systems, electronic control and ignition systems, basic hydraulic systems, and air conditioning systems. Skill and knowledge in the proper use and application of tools, technical diagnostic equipment, materials, methods and practices used in the automotive, truck and equipment trade; skill in the operation and use of mechanical equipment, welding and cutting apparatus, and hand tools common to the trade; basic fabricating and welding experience; considerable knowledge of occupational hazards and safe work practices; ability to learn and use diagnostic equipment; ability to accurately diagnose and effectively repair equipment and mechanical failures and defects of all types in a timely and proficient manner; ability to multitask; ability to work independently and unsupervised; ability to present a professional image, positive attitude and clean, safe work area; ability to communicate clearly and concisely with lead person about repairs and with Inventory personnel regarding part orders; ability to work well with others and provide assistance when needed; ability to understand and effectively carry out verbal and written instructions; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to, supervisors, employees, and the public; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast-paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Physical Job Demands:

Possess the physical capacity to perform the duties of the position including but not limited to, heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned), frequent lifting up to 20 lbs., occasional lifting up to 100 lbs., occasional lifting and/or maneuvering of vehicle components 100 lbs. or greater (use of mechanical lifting devices is required), and the ability to continuously stand, walk, lie on a creeper, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, enter and exit City truck, etc.

Reference Chart:

ACTIVITY FREQUENCIES	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

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, vehicular traffic and/or dust.

Ability to withstand exposure to common rodents (mice) and insects (such as spiders/maggots) and potential exposure to infectious agents.

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.

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

c 9-2017

Approved _____
 Department Head _____
 Date _____

Approved _____
 Division Head _____
 Date _____

Approved _____
 Employee _____
 Date _____