



**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 11, 2012

Attached is Tom Harmatys' request to fill a vacant Maintenance Repairer position in the Public Works-Sanitation and Street Division/Street and Sewer 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  
Bruce Danowski

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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: Tom Harmatys, Assistant Director of Public Works  
Date: January 9, 2012  
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division/Street and Sewer Section. The position of Maintenance Repairer was vacated on September 6, 2011 when the incumbent, Louis Kowieski, retired after more than 26 years of employment with the City.

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Mike Lewis  
Bruce Danowski  
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: Maintenance Repairer
2. Department/Division: Public Works/Sanitation and Streets Division/Street and Sewer Section
3. Vacancy Date: Sept. 6, 2011
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?  
  
Repairs and/or maintains city streets, sidewalks and sewers; assists in snow and ice control activities as well as other emergency work.
- b. How many other such positions exist in this Department?  
  
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6. What are the reasons why the position must be filled?  
  
Prevent an ever increasing backlog of maintenance work on city streets, sidewalk and sewers.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
  
Services will be delayed.
  - b. Service to staff.  
  
Increased complaints from the public.
8. What is the fiscal impact related to filling this vacancy?  
  
Maintenance Repairer salary range \$20.86/hour to \$22.51/hour (schedule R)
9. Remarks/Comments:

Signature: Thomas Harnatz Date: Jan. 9, 2012  
Assistant Director of Public Works