



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

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Positions

DATE: November 2, 2017

Attached is Mike Lewis' request to fill two vacant Maintenance Repairer positions in the Department of Public Works, Sanitation and Street 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
Tim Last

ADM\Vacpos\VACPOSREQ MaintReps 110717



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

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CITY OF WEST ALLIS
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MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: October 26, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill 2 Maintenance Repairer vacancies in the Sanitation and Street Division. The positions became vacant on March 27, 2017 when the incumbent was terminated and on September 15, 2017 when the incumbent transferred to another City department.

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
Tim Last

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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 (San/Street Division) Position Title: Maintenance Repairer

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 03 / 27 / 2017

Person Replaced: Mike Moran

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: compliance with MMSD and DNR permits and rules/regulations, i.e. sewer and catch basin cleaning

Why is it necessary that this position be filled? What operational needs does this position fulfill? A person in this position repairs and/or maintains city street, sidewalk and sewers and also assists in snow and ice control activities as well as other emergency work.

What will be the impacts on service functions to the public if the position is not filled? Services such as snow plowing and infrastructure maintenance will take longer to be completed.

What will be the impacts on service to city staff if the position is not filled? There will be increased citizen complaints due to slower response time.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Position provides ongoing maintenance of City's infrastructure relating to street, sewer and storm water.

How has this vacancy/need been covered so far? vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 2 of the 11 Maintenance Repairer positions are vacant

Requestor Information

Please Print: Michael Lewis Name Dir. of PW/City Eng. Title Public Works (San/Street Division) Department

Signature/Date:  10 127 2017

Attached: Memorandum Current Position Description



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 (San/Street Division) Position Title: Maintenance Repairer

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 15 / 2017

Person Replaced: Mike Weisnicht

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 _____



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Requestor Information

Please Print: Michael Lewis Name Dir. of PW/City Eng. Title Public Works (San/Street Division) Department

Signature/Date: _____ / _____ / _____

Attached: Memorandum Current Position Description

CLASS TITLE: Maintenance Repairer

DEPARTMENT: Public Works/Engineering, Sanitation & Streets Division – Street & Sewer Section

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

DEFINITION: Under direct supervision, an employee in this classification performs a variety of semi-skilled maintenance and repair tasks associated with street, alley, sidewalk and sewer construction and repair. The tasks require certain techniques or special knowledge which generally is acquired through experience.

EXAMPLES OF DUTIES: assists in building and cleaning sanitary sewers, storm sewers, manholes and catch basins; digs and braces sewers and ditches; operates trucks and other equipment common to construction/maintenance activities; raises manholes and performs rough masonry work involved; sets forms for sidewalks, curbs and pavement and does concrete finishing and laboring; rods and flushes sewer lines; backfills and compacts excavations using tamper; repairs, installs and terminates storm and sewer laterals; patches streets, alleys, other pavements, curbs and sidewalks; removes roots, debris, and other refuse from clogged sewer lines operating hydraulic sewer jets as required; installs, removes and replaces knives and performs minor running repairs on equipment using common hand tools; removes sewer residue, examines main City sewer lines for evidence of breaks and measures approximate location of break; assists in emergency work of all types including snow plowing and removal, salt and sanding operations, flood control including sanitary sewer pumping; operates Vac-All; performs asphalt patchwork, tarring patchwork, spreading gravel, etc.; keeps simple records and makes reports.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Maintenance Repairer for which he/she is otherwise qualified; other duties may include, but are not limited to, collects refuse and recyclables; collects, hauls and delivers a variety of materials, equipment, supplies and waste products; loads and unloads trucks by hand or by use of mechanical devices; assists residents with the proper disposal, recycling of materials brought to the Municipal Yard site; performs general maintenance and repair of City-owned buildings and surrounding grounds, etc.; 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; and performs other duties as assigned.

QUALIFICATIONS: must possess solid work ethic, integrity, initiative, accountability, and emotional intelligence to effectively perform the duties of the position. A Maintenance Repairer must be available to work nights, weekends, holidays, overtime and sometimes long and odd hours when emergency conditions require such duty, including serving on rotational watch duty when assigned.

Education, Training and Experience:

High school graduate/equivalent and three (3) years of recent paid work experience in performing street and/or sewer construction and maintenance work with particular emphasis in laying block, finishing concrete, setting forms and laying asphalt.

Familiarity in the use of an office computer/software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Outlook); mobile devices such as an iPad, etc. is desirable.

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

Licenses and Certificates:

Possession of a valid Wisconsin Driver's License and an acceptable driving record per City Policy.

Possession of a valid Wisconsin Commercial Driver's License (Class B, C with airbrakes) and Tanker (N) endorsement within six (6) months of appointment; Class A CDL license is desirable.

Knowledge, Skills, and Abilities:

Good knowledge of the methods, materials, tools and equipment commonly used in public works construction and maintenance work; good knowledge of occupational hazards and safe work practices; skill in the use of common hand tools and equipment; ability to perform a variety of semi-skilled maintenance tasks and to interpret work from rough sketches or penciled layouts; ability to operate vehicles with both standard and automatic transmissions; ability to understand and effectively carry out verbal and written instructions; mechanical aptitude; 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. Recent work experience with the public is desirable.

Physical Job Demands:

Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned; refer to duties generalized below); ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.

Reference Chart:

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

Asphalt Truck: continuous (8 hrs/day) lifting/shoveling up to 50 lbs.; continuous walking

Brush Collection/Yard Work: continuous lifting up to 20 lbs.; continuous walking

Dump Truck Driver: occasional lifting up to 20 lbs. in the spreading of gravel; frequent, lifting up to 20 lbs. in removing small concrete pieces and excess ground

Hook Truck: occasional pushing of more than 100 lbs. with aides when opening/closing the rear gate on the container

Recycling: continuous lifting up to 50 lbs.; continuous bending

Refuse Collection: continuous pushing, pulling and bending; continuous lifting of up to 100 lbs.

Roller: frequent sitting; frequent climbing onto and off of equipment; occasional pushing; occasional arm rotation

Sewer Jet: continuous standing and walking; continuous pulling/lifting of more than 100 lbs. with aides of sewer covers; continuous motion when operating hose

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake

Tar Kettle: continuous, lifting of up to 50 lbs.; occasional lifting of 80 pound block of tar 2-3 times/day; occasional lifting of up to 20 lbs. of barricades and traffic cones, routers stress cracks in pavement

Vac-All: continuous lifting of up to 50 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins

Ability to work in confined spaces and wear a full body harness.

Ability to work from ladders.

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 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 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.

CITY OF WEST ALLIS

c 9-2017

Approved _____
Department Head Date

Approved _____
Superintendent Date

Approved _____
Employee Date