



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 15, 2009

Attached is Tom Harmatys' request to fill an upcoming vacant position of Electrical Mechanic II (Certified) in the Building and Electrical Services Division.

According to our procedure for 2009, 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
Tom Harmatys
Terry Meincke

ADM\CORR\VACPOSREQ ElecMech2 1009



DEPARTMENT OF PUBLIC WORKS

Michael Pertmer
Director

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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Thomas Harmatys, Acting Director of Public Works *T.H.*

Date: October 8, 2009

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building and Electrical Services Division. The position of Electrical Mechanic II (Certified) will be vacated effective October 16, 2009 when the incumbent, Roger Madore, retires after more than 23 years with the City.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Electrical Services Superintendent Terry Meincke or I are available to answer any questions relative to the need to fill this position.

cc: Terry Meincke

h:\my documents\personnel\misc\madore.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: Electrical Mechanic II (Certified)
2. Department/Division: Public Works/Building and Electrical Services Division
3. Vacancy Effective: October 16, 2009
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?

The employee in this position performs skilled work at the journeyman level including the installation, maintenance, inspection, and repair of the City's electrical system. The electrical system includes street lighting, lighting in parks and parking lots, lighting in public buildings and a traffic control system. Certification as a Master Electrician with the State of Wisconsin and possession of an Electrical Maintenance License or Electrical Contractor's License is required.

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- 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?

Installation of new and maintenance of City's existing electrical systems.

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

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- a. Service to the public

The maintenance of the various electrical systems would be reduced increasing complaints from the public. Lighting circuits out have the potential of increasing crime while increased traffic light failures will result in increased accidents.

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- b. Service to staff

There would be increased complaints from City employees and citizens affected by lack of repairs and maintenance to City's electrical system.

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

up to \$4,000 in the first year

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9. Remarks/Comments:

Signature: Thomas Hammatz Date: October 8, 2009
Acting Director of Public Works