




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

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator   
RE: Department Request to Fill Position  
DATE: March 6, 2018

Attached is Pete Daniels' request to fill the position of Engineering Technician in the Engineering Department.

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.  
Pete Daniels

ADM\Vacpos\VACPOSREQ ENG.EngTech.030618



Peter C. Daniels, P.E.  
Interim City Engineer  
Engineering Department  
414.302.8360  
pdaniels@westalliswi.gov

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March 6, 2018

Rebecca Grill  
West Allis City Administrator  
7525 West Greenfield Avenue  
West Allis, WI 53214

Dear Ms. Grill,

I respectfully request that the Administration and Finance Committee give its permission to fill one full time Engineering Technician position in the Department of Engineering. This is a budgeted position and will replace one of our Engineering Technicians, Timothy Brossard, who has resigned his position with the City as of February 27, 2018. This Engineering Technician position inspects construction projects for compliance with plans and specifications and performs CAD drafting work for projects such as roadways, sanitary and storm sewers, water mains and other city infrastructure.

The Engineering Department was shorthanded in 2017 due to a significant increase in workload. As a result the Council was asked to approve Agreements with two separate temporary staffing agencies in resolutions R-2017-0205 and R-2017-0221 to help meet the required staffing needs. Those resolutions pointed out that the City is required by law (s. 281.41(1)(c), Wis. Stats.) and by the State of Wisconsin Department of Natural Resources to have a competent resident inspector provided during the course of construction to insure that the improvements are installed in accordance with the approved plans and specifications. But unfortunately the work experience and competence of the temporary staff workers we were able to hire was disappointing and they required continual supervision by our Principal Engineers. So I am requesting permission to fill this position on a permanent basis so that we can invest the time to train a new person to be a more useful and competent engineering technician than we were able to find on a temporary basis.

Attached is the "Request to Fill Position" form for the Engineering Technician position which provides additional information about this request and this position. I am available to answer any questions you may have at any time. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Peter Daniels".

Peter Daniels, P.E.  
Interim City Engineer  
Engineering Department



## 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: Engineering Position Title: Engineering Technician  
 Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 02 / 27 / 2018  
 Person Replaced: Timothy Brossard  
 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: 5 / 1 / 2018

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_  
Prepares drawings and inspects construction of sanitary sewer and storm sewer and water main which is regulated by the DNR and MMSD. DNR and MMSD rules also require inspection of all sanitary sewer construction.

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
Prepares plans, details, and estimates for the new construction, reconstruction and maintenance of a variety of public works projects

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
The current replacement cycles for streets and sewers will continue to get worse. The City will not meet it's strategic outcome in the Strategic Plan of achieving a sustainable cycle of repairs for any of the City's infrastructure.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
Engineers will not receive enough help in preparing plans and estimates as they design and construct the City's Capital Improvement Program. Engineers will be sidetracked into performing more routine tasks that could be handled by the lower paid Eng. Technicians.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_  
The retirement of both long time employees Joseph Burch and Mike Lewis has created other opportunities to replace those much higher paid personnel with new lower paid personnel throughout the hierarchy of the Engineering Department.

How has this vacancy/need been covered so far? \_\_\_\_\_  
The City hired temporary Eng. Technicians from 2 temp agencies in 2017, but unfortunately the work experience and competence of the temporary staff workers we were able to hire was disappointing and they required continual supervision by our Principal Engineers.

How many other similar positions exist in this department? 6

### Requestor Information

Please Print: Peter Daniels Interim City Engineer Engineering  
Name Title Department  
 Signature/Date: *Peter Daniels* 3 / 06 / 2018

Attached:  Memorandum  Current Position Description

**CLASS TITLE: ENGINEERING TECHNICIAN**

**DEPARTMENT:** Engineering

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

**DEFINITION:** Responsible for performing tasks involving the application of some professional engineering skills and knowledge to engineering projects in the field and office, however, major emphasis is on the performance of engineering work of a sub-professional nature. The employee prepares CAD plans and drawings for a number of municipal design projects including the Capital Improvement Program. This employee serves as an assistant or substitute for the survey crew chief on reconnaissance, preliminary and location surveys and inspects construction projects for compliance with plans, specifications, safety and accepted engineering practices, and performs simple design and drafting from notes and sketches. The employee is expected to proceed on his/her own following prescribed procedures and practices. Difficult assignments or those calling for considerable application of engineering skills are outlined in detail and may be performed under close supervision of an engineer or professional engineer. Employees in this class may supervise the work of engineering technicians with less experience. The Engineering Department is responsible for maintaining and constructing City streets, sewers, water main, drainage facilities, structures and other City infrastructure.

**EXAMPLE OF DUTIES:** Serves as assistant or substitute survey crew chief on the survey crew performing routine duties; inspects construction projects for compliance with plans, specifications, safety and accepted engineering practices; measures and samples test materials from street paving and underground utility projects; determines quality of trenching, shoring, backfilling and compaction as well as quantity and quality of concrete, asphalt and other materials; inspects forms for alignment and grade; inspects pipelaying for alignment of joints, grades and backfill; maintains records of types of materials, quantities, costs and change orders involved in contract work; coordinates inspection activities between contractors, public utilities and public works engineers; reviews and interprets construction plans and specifications in accordance with specified construction standards; measures quantity of completed construction work; prepares field sketches and working drawings; performs CAD drafting work from notes and sketches on engineering projects; performs simple design work and preliminary design layout; prepares and checks estimates of costs and schedules of materials; review and assess sewer televising; assess and evaluate existing manhole and catch basin conditions; trains new employees or temporary employees or cooperative education employees as part of the normal duties of the job; 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 Engineering Technician may be required to work nights, overtime, weekends and odd hours when situations require such duty. An individual in this position is also required to drive his or her own vehicle on City business for which an automobile allowance is provided. Ability to be accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

**Education, Training and Experience:**

An Associate Degree in Civil Engineering Technology or Civil Engineering training from an accredited college or university and at least one (1) year of recent relevant paid work experience to include both engineering field work and office work experience. An equivalent combination of recent training and relevant paid work experience that would provide the appropriate background to perform the duties enumerated above may be substituted for the Associate Degree.

Experience on a survey crew, as inspector on heavy construction projects such as pavements and underground utilities, or as draftsman responsible for the preparation of designs, detailed drawings, studies or preliminary plans is desirable.

Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Word, Excel, and Outlook), mobile devices such as an iPad, etc.

Ability to operate a Computer Aided Drafting (CAD) and Geographic Information System (GIS) is necessary.

Completion of National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Licenses and Certifications:

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

Knowledge, Skills, and Abilities:

Good knowledge of survey techniques and procedures; good knowledge of the care, adjustment and operation of engineering surveying instruments; good knowledge of the principles, practices, materials and procedures used in public works construction, particularly as these relate to street paving and underground utilities; good knowledge and skill in the use of CAD techniques and standards governing public works improvements; experience in computerized drafting utilizing MicroStation; knowledge of state and local construction regulations; ability to inspect the progress of street, sewer and water main construction work and to detect deviations from prescribed plans and specifications; ability to exercise sound judgment and make sound decisions; ability to prepare clear, concise reports and summarize field activities; ability to engage in continuous, active field work under variable and sometimes disagreeable weather conditions; ability to understand and effectively carry out verbal and written instructions; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to quickly adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; 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, coworkers and the public; 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, continuous heavy lifting up to 100 lbs.; occasional lifting up to 50 lbs.; ability to comfortably work from ladders of various heights, scaffolding, and aerial lifts; ability to work from a bucket truck at heights up to 65 feet above ground level; ability to climb water towers lifting body weight and equipment; and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

Reference Chart:

**ACTIVITY FREQUENCIES**

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

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.

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.

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.

CITY OF WEST ALLIS

December, 2017

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

Approved \_\_\_\_\_  
Department Head \_\_\_\_\_ Date

Approved \_\_\_\_\_  
Employee \_\_\_\_\_ Date