



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 Position

DATE: October 11, 2018

Attached is Dave Wepking's request to fill the vacant position of Electrical Superintendent in the Department of Public Works, Building/Inventory and Electrical Services Division, Electrical Services 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.

RG:jfw

cc: Mayor
HR Dept.
Dave Wepking
Dave Young

ADM\Vacpos\VACPOSREQ ElecS101618



Dave Wepking
Director of Public Works
Department of Public Works
414.302.8888
dwepking@westalliswi.gov

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Dave Wepking, Director of Public Works *DW*
Date: October 10, 2018
Subject: Request to Fill Vacant Position

The position of Electrical Superintendent became vacant June 2, 2017 when the incumbent retired. At that time it was decided to reclassify the position to include duties related to planning and designing street lighting for the City's Capital Improvement Program. The Common Council gave approval to fill the position of Electrical Engineer/Systems Maintenance Superintendent on Nov. 21, 2017.

A recruitment produced no qualified candidates for this newly reclassified position. Dave Young, Lead Electrical Mechanic, has been serving as the Interim Superintendent since June of 2017.

Since there have been no qualified candidates to fill the Electrical Engineer/Systems Maintenance Superintendent I am requesting to fill the position at its original title of Electrical Superintendent.

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 Young

h:\my documents\personnel\misc\brooks vac



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: Electrical Maintenance Supt

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 06 / 02 / 2017

Person Replaced: Al Brooks

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: _____
Ensures all electrical work is compliant to Wisconsin's electrical code.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
Administer/direct work flow for the Electrical Division

What will be the impacts on service functions to the public if the position is not filled? _____
Provides electrical services to the public and to City departments. Electrical services would be reduced, thus impacting negatively to the public and City staff.

What will be the impacts on service to city staff if the position is not filled? _____
The lead electrician would need to administer divisional activities. Electrical services to City staff would have negative impact.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
The position was reclassified to include planning and designing street lighting duties and a Professional Engineer license. The recruitment produced no qualified applicants.

How has this vacancy/need been covered so far? _____
It has been filled by lead electrician.

How many other similar positions exist in this department? 0

Requestor Information

Please Print: Dave Wepking Director of Public Works Public Works
Name Title Department

Signature/Date: *Dave Wepking* 10 / 10 / 19

Attached: Memorandum Current Position Description

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of West Allis
Job Title	Superintendent Electrical Services	Work Location	6300 W. Mc Geoch Ave.
Department	Public Works	Division	Electrical
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	N/A
Supervisor Name	Dave Wepking	Supervisor Title	Director of Public Works

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.*) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties

	Frequency	% of Annual Total Time
Assist Engineering Department with planning traffic control, street lighting, lighting unit selection and location, cable size and routing pipe and conduit installation, field/site layout.	D	30
Assist with street lighting plans, cost estimates for preparation of RFP's related to area street/alley lighting projects, facility improvements and specialty lighting projects.	D	10
Coordinate street lighting construction with City and other public and private agencies and utilities.	D	2
Scheduling work for daily tasks of up to 10 employees.	D	30
Coordinate digger's hotline services request for private and public agencies	D	5
Trouble shooting various electrical maintenance and repair relating to street lighting, alley lighting, parking lot lighting, street lighting substations (high voltage), installation/maintenance of traffic signals and controls, various alarms, communication/data lines in all city owned buildings.	D	20
Preparation and adherence of divisional budget.	N	2
Participates in selection process and promotional or disciplinary actions involving subordinate employees	N	1

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft (MS) Outlook, MS Excel, MS Word, MS Access, Arc GIS, Keri door lock system, HTE, BP Logix, Microstation, Novatime, Work order software.

SECTION 4

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Adjusting scheduled work to take care of emergency work	Re-assign employees or break up crews	Employees	Director of Public Works
Electrical plans conflict with utilities	Relocate pole, conduit, Lighting cabinet or pull-box	Employees and equipment	Director of Public Works
Assigning repair work order jobs	Use employees with most experience on the equipment that needs repair.	Employees	Director of Public Works
Maintaining series street lighting circuits	Repair transformers and rebuild associated equipment.	Employees	Director of Public Works
Assisting in determining specifications for electrical services	Converting more lighting to LED lighting	Contractors, employees and new lighting fixtures	Director of Public Works

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Contractors	Coordinating work within the City of West Allis	Increase efficiency to complete all necessary electrical projects in an efficient manner.
City of West Allis Engineering	Planning electrical capital improvements and traffic control construction	Maintaining city's electrical infrastructure.
Residents of West Allis	Street light outages or traffic control concerns	Safety of the residents.
Employees of the Electrical Division	Job assignments	Work assignments.

Director of Public Works/Engineering	Coordinating work plan.	Determine priority, avoid work conflicts.
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SECTION 6		SUPERVISION / MANAGEMENT		
Please indicate the type of responsibility you have as it pertains to leading others.				
	Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X		
Hire / Promote Employees		X		
Provide Written/Verbal Warnings		X		
Suspend Employees		X		
Terminate Employees		X		
Prepare Work Schedules For Others		X		
Project Management		X		
Provide Work Direction For Others		X		
Evaluate Performance Of Others		X		
Counsel Employees		X		
Train Employees (As Part Of The Normal Duties Of The Job)		X		
Approve Overtime		X		
Approve Time Off Request For Others		X		
Develop / Implement Policies		X		
Do you directly supervise any employees?		X		
If yes, please list the number of FTEs and job titles of those employees below:				
	Job Title		# of FTEs	
Lead Electrician			1	
Electricians			7	
Maintenance Repairers			2	

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds	X			
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending			X	
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment				
Indoor/Office Work Environment	N/A	Rarely	Occasionally	Frequently
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X	X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	
Outdoor Weather Conditions			X	
Hazardous Fumes or Odors / Toxic Chemicals			X	
Confined Spaces (as identified by OSHA)		X		
Close Proximity to Moving Machinery / Equipment			X	
Bodily Fluids / Communicable Diseases				
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards				X

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9

SUPERVISOR INFORMATION

Supervisor Name	Dave Wepking	Supervisor Title	Director of Public Works
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SECTION 10

EDUCATION REQUIRED FOR HIRE

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	
High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
X Bachelor's Degree	Electrical Engineering, Public Administration, Construction or related field
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Course work in power distribution systems. Master Electrician certification with State of Wisconsin.

SECTION 11

TOTAL EXPERIENCE REQUIRED UPON HIRE

[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

4 to 5 years recent related professional work experience, 2 of which in a supervisory capacity.

Experience with lighting design concepts and traffic control concepts is preferred. Public sector work experience desirable

SECTION 12 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB			
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Driver's License – Class D	Department of Motor Vehicles	X	
CVMIC Supervisory Certification or equivalent	Courses, online		X
Preparedness (ICS 100, 200, 700 and 800)	Online, in person		X
Master Electrician certification with State of Wisconsin	self	X	

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

Mandatory training and professional license renewal paid by the City.

SECTION 13 SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
JDQ Section	Comment / Clarification / Addition

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14

Administrative Designee Name

Administrative Designee Title

SUPERVISOR INFORMATION

SECTION 15

ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section

Comment / Clarification / Addition