



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Position
DATE: March 20, 2018

Attached is Pete Daniels' request to fill the upcoming vacant position of Principal Engineer 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

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

March 20, 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 Principal Engineer position in the Department of Engineering. This is a budgeted position and will replace our Principal Engineer – Field Services, Christopher St. Clair, who will resign his position with the City as of April 2, 2018.

This Principal Engineer position coordinates all field service activities including construction work, surveying and traffic issues; including the directing and coordinating of all Department construction activities such as of sanitary and storm sewers, water mains, streets, alleys, parking lots, and right-of-way work. This position also determines design and construction criteria for all traffic and street lighting projects and is responsible for major construction decisions impacting budget and target dates for completion of the Capital Improvement Program.

And since 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 all construction to insure that the improvements are installed in accordance with the approved plans and specifications; this Principal Engineer position is crucial to making sure the City complies with State Law and Administrative Code.

Attached is the "Request to Fill Position" form for the Principal Engineer 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 blue ink that reads "Peter C. 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: Principal Engineer

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 4 / 02 / 2018

Person Replaced: Chris St. Clair

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: 6 / 01 / 2018



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: Oversees compliance with DNR and MMSD requirements for all City sewers and water mains and oversees compliance with all WisDNR erosion control requirements

Why is it necessary that this position be filled? What operational needs does this position fulfill? Plans and coordinates all construction activities for streets, alleys, parking lots, right of ways, sanitary sewer, storm sewer, water main, street lighting, traffic signals, building maintenance, and other related municipal work.

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? Engineering Technicians will not receive adequate supervision and direction in constructing the City's Capital Improvement Program.

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 and reorganization of the Dept. has created the opportunity 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? Interim City Engineer and Principal Engineers will be handling some of the duties. Engineering consultants will need to be hired to complete the remaining construction supervision and traffic engineering tasks.

How many other similar positions exist in this department? 0



Requestor Information

Please Print: Peter Daniels Interim City Engineer Engineering

Name Title Department

Signature/Date: *Peter Daniels* 3 / 08 / 2018

Attached: Memorandum Current Position Description

CLASS TITLE: Principal Engineer – Field Services

DEPARTMENT: Engineering

CLASSIFICATION and SALARY GRADE: Exempt – Classified Service, Grade L

DEFINITION: Under direction; performs work of considerable difficulty in the supervision of civil engineering construction and survey work, traffic and lighting, and field service and permit programs. The Engineering Department is responsible for maintaining and constructing City streets, sewers, water main, drainage facilities, structures and other city infrastructure.

EXAMPLES OF DUTIES Plans and coordinates all field services including construction, surveying and traffic; assists City Engineer in directing and coordinating all department construction activities such as system planning, design of sanitary and storm sewers, water main and pumping stations, street, alley, resurfacing, parking lots, and right-of-way work. Determines design and construction criteria for all traffic and street lighting projects; responsible for major construction decisions impacting budget and target dates for completion of Capital Improvement Program; supervises inspectors and contractors; advises staff on safe work practices; coordinates with the other City departments, public utilities, private contractors and various public agencies; prepares ordinances, resolutions and required reports and records; may perform other design activities as needed.

Participates in the selection, training and performance evaluations of subordinate personnel; assists City Engineer in grievance matters; responds to public inquiries and complaints; attends City, County, State and various other meetings; may serve as consultant to other departments.

A Principal Engineer answers a variety of questions regarding municipal engineering issues, such as, public improvement costs, project schedules, center line and boundary property lines, setbacks and parkway widths, flood plain and drainage; reviews plans and specifications for completeness and accuracy; checks developer's plans and specifications; reviews bids; 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.

MINIMUM QUALIFICATIONS:

A Principal Engineer 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:

Bachelor's Degree in Civil Engineering; six years of recent professional civil engineering work experience in street design and construction and underground utility design, including two years of supervisory experience. Experience must be broad enough to clearly indicate the required engineering knowledge and experience/background necessary to perform the type of work as listed under "Duties".

Ability to operate a CADD system in preparation of plans and maps.

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

Completion of the National Incident Management System's (NIMS) ICS-100, 200 and 700 training within 6 months of appointment.

Knowledge and Skills:

Considerable knowledge of the application of civil engineering principles to the problems of roadways, storm and sanitary sewers, water systems, public buildings and other public facilities; thorough knowledge of general and engineering computer applications; working knowledge of surveying methods; good knowledge of materials testing; knowledge of the principles of training and supervision; knowledge of the IES Lighting Handbook and some electrical codes.

Considerable skill in the application of engineering theory to complex field and office problems; considerable skill in interpreting and utilizing engineering plans, maps, specifications, and preparing field reports; working skill in supervising subordinate staff; considerable skill in preparing and checking complex designs, details, estimates, plans and specifications of engineering projects; working skill in supervising others; 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.

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