



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 13, 2014

Attached is Mike Lewis' request to fill a vacant Water Maintainer position in the Department of Public Works, Water 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.

PMZjfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Dan Schwebke

ADM\Vacpos\VACPOSREQ WtrMaint WtrDiv 031814



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westalliswi.gov

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: March 3, 2014

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division in the position of Water Maintainer. This position became vacant on February 26, 2014, when employment of the incumbent, Paul Sekula, was terminated.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Water Division Superintendent Dan Schwebke or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Dan Schwebke
Audrey Key

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**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: Water Maintainer

2. Department/Division: Public Works-Water Division

3. Vacancy Date: Feb. 26, 2014

4. Vacancy Reason: termination

5. a. What are the specific work responsibilities of the position?

Serves as a lead person directing and providing assistance to others engaged in the repair and maintenance of the water distribution system including leak repairs, breaks, connections, valve repair and replacement and hydrant maintenance.

b. How many other such positions exist in this Department?

one (1)

6. What are the reasons why the position must be filled?

Assure that water distribution system functions effectively and efficiently providing safe drinking water to our residents.

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

a. Service to the public.

Increased complaints due to service failures and time required to make repairs.

b. Service to staff.

Complaints from the public will increase.

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

2014 salary range for Water Maintainer is \$24.20/hour to \$26.11 hour (schedule R)

9. Remarks/Comments:

Signature: _____



Director of Public Works/City Engineer

Date: 03-03-2014