



Rebecca Grill
City Administrator
rgrill@westalliswi.gov
414.302.8294

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator
DATE: March 14, 2019
SUBJECT: Department Request to Fill Vacant Positions

Attached are Dave Wepking's requests to fill two vacant Truck Driver positions in the Department of Public Works, Sanitation and Street Division, one due to a promotion and one due to a resignation.

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
T. Last

ADM\Vacpos\VACPOSREQ TruckDrvrs SSDiv.031919



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

RECEIVED

MAR 6 2019

CITY OF WEST ALLIS
CAO

MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Dave Wepking, Director of Public Works 
RE: Request to Fill Vacant Position
DATE: March 5, 2019

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Truck Driver became vacant January 14, 2019 when the incumbent was promoted.

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: T. Last

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





Request to Fill Position

Submit this form, a memorandum and current position description via email 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: DPW-Sanitation and Street Division Position Title: Truck Driver

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: 01/14/2019 Person Replaced: Jay Benz

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:

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe:

Why is it necessary that this position be filled? What operational needs does this position fulfill? operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.

What will be the impacts on service functions to the public if the position is not filled? services will take longer to be delivered to our customers, i.e. snow plowing

What will be the impacts on service to city staff if the position is not filled? increased citizen complaints, slower response time

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) 2 Truck Driver positions were eliminated from the 2018 budget

How has this vacancy/need been covered so far? vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 25 total - 4 currently vacant

Requestor Information

Name: Dave Wepking Title: Director Department: DPW-Sanitation and Street

Signature: Date: March 1, 2019

Attached: Memorandum Current JDQ



*Attach Additional Documentation if Necessary

RESET CA-102 v2 4/18

JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Truck Driver	Department	Public Works	Division	Sanitation & Street
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Service <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee	<input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant		<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Library <input checked="" type="checkbox"/> PW <input type="checkbox"/> Police	
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week _____	Supervisor Title	Sanitation Supervisor		
HR Only	Working Title	Salary Grade -		FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

Are you looking for a secure career that offers diversity in daily work assignments? If you like hands on manual labor and want to learn about how the Sanitation and Street Division contributes to the City and about the inner workings of the Sanitation and Street Division, this is a position for you!

The primary duties of this position are light to heavy manual labor; collection of refuse, recycling, brush and special pickups; attendant for drop-off sites; operation of large trucks and motorized vehicles with varied capacities and special purpose equipment. Other duties may include but are not limited to: snow and ice operations, emergency work, hauling a variety of materials and other seasonal duties as needed such as crack filling, concrete and asphalt maintenance and repair, vac-all, assisting other divisions as needed.

The ideal candidate for this position is a positive individual who is comfortable utilizing technology, is highly adaptable and responsive to the changing priorities of the department and City, is comfortable interacting with a wide variety of people including City employees and the public, and possesses the ability to remain calm and professional when dealing with challenging situations and people.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (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]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
<input checked="" type="checkbox"/> Normal Business Hours (M-F, 7am-3 pm); but may work alternative schedules as required <input type="checkbox"/> Full-time salaried position ¹		
<input checked="" type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:		
Refuse/recycling and bulk collection, assists Municipal Yard Attendant	D	80%
Snow/ice operations	N	15%
Other duties as assigned/seasonal work	N	5%
And other duties that from time to time may be required and assigned.	N	1

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. 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.

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative; sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	<ul style="list-style-type: none"> Recommend changes in procedures and processes to improve efficiency; Support initiatives such as strategic planning, LEAN, and innovation; Maintain prompt, predictable, and regular physical attendance; Provide truthful and accurate written and verbal communications; Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.
	If checked the following are applicable to the position: <input type="checkbox"/> maintains the ability to competently and credibly testify in court; <input type="checkbox"/> maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; <input type="checkbox"/> maintains the ability to travel throughout and enter all different properties in the jurisdiction
	List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)
	Good knowledge of the hazards and necessary safety precautions in performing manual labor and good knowledge of the laws and regulations governing the operation of trucks; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to understand and follow verbal and written instructions; ability to exercise sound judgment and make sound decisions; ability to service vehicles and to make minor emergency road repairs and adjustments; 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, employees and the public; ability to keep simple records and prepare reports; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation and continuous improvement.

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
SEE ATTACHED			

Job Specific

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
SEE ATTACHED		

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Less than High School High School/GED One Year Certificate Associate's Degree Bachelor's Degree Master's Degree
 Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study:
 Additional Information (e.g. specific coursework, etc.):
 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.
 Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
SEE ATTACHED			
National Incident Management System's (NIMS) ICS- 100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		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.):
 The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, Licensure or Training - One year of recent paid work experience in operation of trucks greater than 26,000 GVW.

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

Screen / Interview Applicants	Yes	No	Provides Input
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	

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.
³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Train Employees (As Part Of The Normal Duties Of The Job)									
Approve Overtime				X					
Approve Time Off Request For Others									X
Develop / Implement Policies								X	
Direct supervision⁴ of any employees.	Number of FTEs and job titles of those employees listed below:							X	
	Job Title							X	

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
 F=Frequent (34 to 66% of time, 2.6 - 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to -	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds					X
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects					X
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.					X
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				X	
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.		X			
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					X
Crawling - Moving about on hands and knees or hands and feet.			X		
Crouching - Bending body downward and forward by bending legs and spine.					X
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.					X
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.				X	
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.				X	
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.					X
Hearing Requirements					X

The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:

	One-on-one (in person)	Group or conference (in person)	Telephone	Other sounds	Passing of hearing test required
One-on-one (in person)					
Group or conference (in person)					
Telephone					
Other sounds					
Passing of hearing test required					
Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.				X	
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard.					
Kneeling - Bending legs at knees to come to rest on kneel(s)					
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object - usually by holding it in the hands or arms, but may occur on the shoulder.					
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of					

⁴ Section 111.70 (1)(b) Wis. Stats. defines a **supervisor** as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁵ <https://www.bis.gov/ncs/ors/physical.htm>

Docuware (Document Management System)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert	X	
Neogov (Insight, Perform)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert		
CivicPlus (Internet, Intranet CMS)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert	X	
Internet		<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert		
Personal Vehicle		Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X
City Vehicle		Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		

Section 9 - Additional Comments

Any additional information: Daily challenges of our job require us to be able to adapt and adjust to any kind of condition. Mental and physical endurance is a must at all times.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ 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. I understand that 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.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____
 DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____

SECTION 4 – JUDGEMENTS AND DECISION MAKING continued

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Traffic	Road marked with barricades, safety cones, safety wear (vest/pants), self-awareness	Blocker truck, cones, barricades, reflective wear	Street Supervisor
Truck/equipment malfunction	Identify problem, notify, supervisor/fleet services	2-way radio	Fleet Supervisor/ Sanitation Supervisor
Weather/safety hazards-issues	Productivity effects, hydration, wear proper clothing (winter/rain/safety) for conditions	Proper gear available	Sanitation/Street Supervisor
Road/alley closures	Notify supervisor of situation, re-direct route for collection	2-way radio, write-up slips	Sanitation Supervisor
Citizens' complaints/irate residents	Inform supervisor, come to site, give info sheets	2-way radio, information sheets, write-up slips	Sanitation Supervisor

SECTION 5 – WORKING RELATIONSHIPS/INTERACTIONS/CONTACTS continued

Title of Individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Supervisor (Sanitation/Street)	Receive orders for the day, to be informed of any changes/alert of daily operations	To ensure productivity/completion of tasks
Co-worker (partner)	Communication/maintain a positive working environment	Resolve/prevent issues to ensure productivity
Public	Citizens that may approach with concerns/questions on the job site	To inform rules and regulations
Fleet Services	Alert mechanical issues on location for service via 2-way radio	To prevent further issues/damage

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED continued

Experience	Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
3 years of recent work experience in the operation of specialized motorized equipment used in Public Works construction, maintenance, and service systems. Ability to learn and operate specialized municipal equipment such as street sweeper, specialized snow removal equipment etc.	Valid WI CDL - Class B, C, D with air brakes	DMV	x	
	Valid WI CDL - Class A desirable	DMV		x
	Valid WI CDL - Tanker Endorsement	DMV		x (within 6 months)
	All heavy equipment	on the job training		x



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

RECEIVED

MAR 6 2019

CITY OF WEST ALLIS
CAO

MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Dave Wepking, Director of Public Works *DW*
RE: Request to Fill Vacant Position
DATE: March 5, 2019

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Truck Driver became vacant February 27, 2019 when the incumbent resigned.

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: T. Last

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



Request to Fill Position

Submit this form, a memorandum and current position description via email 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: DPW-Sanitation and Street Division Position Title: Truck Driver

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: 02/27/2019 Person Replaced: Todd McKee

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:

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe:

Why is it necessary that this position be filled? What operational needs does this position fulfill? operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.

What will be the impacts on service functions to the public if the position is not filled? services will take longer to be delivered to our customers, i.e. snow plowing

What will be the impacts on service to city staff if the position is not filled? increased citizen complaints, slower response time

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) 2 Truck Driver positions were eliminated from the 2018 budget

How has this vacancy/need been covered so far? vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 25 total - 5 currently vacant

Requestor Information

Name: Dave Wepping Title: Director Department: DPW-Sanitation and Street

Signature: Date: March 1, 2019

Attached: Memorandum Current JDQ



*Attach Additional Documentation if Necessary

RESET CA-102 v2.4/18

JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Truck Driver	Department	Public Works	Division	Sanitation & Street
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee	<input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant <input type="checkbox"/> General Employee	Work Location	<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Library <input type="checkbox"/> PW <input type="checkbox"/> Police	
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	Supervisor Title	Sanitation Supervisor		
HR Only	Working Title	Salary Grade -		FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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	<ul style="list-style-type: none"> Recommend changes in procedures and processes to improve efficiency; Support initiatives such as strategic planning, LEAN, and innovation; Maintain prompt, predictable, and regular physical attendance; Provide truthful and accurate written and verbal communications; Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.
	If checked the following are applicable to the position: <input type="checkbox"/> maintains the ability to competently and credibly testify in court; <input type="checkbox"/> maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; <input type="checkbox"/> maintains the ability to travel throughout and enter all different properties in the jurisdiction
Job Specific	<p>List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)</p> <p>Good knowledge of the hazards and necessary safety precautions in performing manual labor and good knowledge of the laws and regulations governing the operation of trucks; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to understand and follow verbal and written instructions; ability to exercise sound judgment and make sound decisions; ability to service vehicles and to make minor emergency road repairs and adjustments; 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, employees and the public; ability to keep simple records and prepare reports; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation and continuous improvement.</p>

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
SEE ATTACHED			

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description	Why is it necessary?
SEE ATTACHED		

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Less than High School High School/GED One Year Certificate Associate's Degree Bachelor's Degree Master's Degree

Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study:
Additional Information (e.g. specific coursework, etc.):

No Experience < 2 yrs. 2 to 3 yrs. 4 to 5 yrs. 6 to 7 yrs. 8 to 9 yrs. 10 to 11 yrs. ≥ 12 yrs.

Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
SEE ATTACHED			
National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		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.): The City of West Allis will pay for certifications directly related to job duties.			
List preferred Education, Experience, Certification, Licensure or Training - One year of recent paid work experience in operation of trucks greater than 26,000 GVW.			

SECTION 7 - SUPERVISION / MANAGEMENT

- A. Supervision Received by this position upon successful completion of a training period:
- Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
 - Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
 - General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
 - Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
 - General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

Screen / Interview Applicants	Yes	No	Provides Input
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	

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License (CDL), confined space training, blood borne pathogen training, etc.

Train Employees (As Part Of The Normal Duties Of The Job)							
Approve Overtime							
Approve Time Off Request For Others							
Develop / Implement Policies							
Direct supervision ⁴ of any employees.							
Number of FTEs and job titles of those employees listed below:		# of FTEs					
Job Title		Never	Seldom	Occasional	Frequent	Constant	
<p>SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS</p> <p>N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day) F=Frequent (34 to 66% of time, 2.6 - 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)</p> <p>Possess the physical capacity to perform the duties of the position including, but not limited to -</p>							
Carry/Lift/Pull/Push/Pull Objects or Materials of 10 - 50 Pounds							
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects							
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.							
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).							
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.							
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.							
Crawling - Moving about on hands and knees or feet.							
Crouching - Bending body downward and forward by bending legs and spine.							
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.							
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.							
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.							
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.							
Hearing Requirements							
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:							
		One-on-one (in person)					
		Group or conference (in person)					
		Telephone					
		Other sounds					
		Passing of hearing test required					
		Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.					
		Kneeling - Bending legs at knees to come to rest on knee(s)					
		Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object - usually by holding it in the hands or arms, but may occur on the shoulder.					
		Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of					

⁴ Section 111.70 (1)(c) Wis. Stats. defines a supervisor as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁵ https://www.bls.gov/nchs/ors/physical.htm

Docuware (Document Management System)	n/a	<input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert	X	
Neogov (Insight, Perform)		<input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert		
CivicPlus (Internet, Intranet CMS)	n/a	<input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert	X	
Internet		<input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert		
Personal Vehicle		Maintain Wisconsin Driver's License.		X
City Vehicle		Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		

Section 9 - Additional Comments

Any additional information: Daily challenges of our job require us to be able to adapt and adjust to any kind of condition. Mental and physical endurance is a must at all times.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ 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. I understand that 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.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____

SECTION 4 – JUDGEMENTS AND DECISION MAKING continued

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Traffic	Road marked with barricades, safety cones, safety wear (vest/pants), self-awareness	Blocker truck, cones, barricades, reflective wear	Street Supervisor
Truck/equipment malfunction	Identify problem, notify, supervisor/fleet services	2-way radio	Fleet Supervisor/ Sanitation Supervisor
Weather/safety hazards-issues	Productivity effects, hydration, wear proper clothing (winter/rain/safety) for conditions	Proper gear available	Sanitation/Street Supervisor
Road/alley closures	Notify supervisor of situation, re-direct route for collection	2-way radio, write-up slips	Sanitation Supervisor
Citizens' complaints/irate residents	Inform supervisor, come to site, give info sheets	2-way radio, information sheets, write-up slips	Sanitation Supervisor

SECTION 5 – WORKING RELATIONSHIPS/INTERACTIONS/CONTACTS continued

Title of Individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Supervisor (Sanitation/Street)	Receive orders for the day, to be informed of any changes/alert of daily operations	To ensure productivity/completion of tasks
Co-worker (partner)	Communication/maintain a positive working environment	Resolve/prevent issues to ensure productivity
Public	Citizens that may approach with concerns/questions on the job site	To inform rules and regulations
Fleet Services	Alert mechanical issues on location for service via 2-way radio	To prevent further issues/damage

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED continued

Experience	Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
3 years of recent work experience in the operation of specialized motorized equipment used in Public Works construction, maintenance, and service systems. Ability to learn and operate specialized municipal equipment such as street sweeper, specialized snow removal equipment etc.	Valid WI CDL - Class B, C, D with air brakes	DMV	x	
	Valid WI CDL - Class A desirable	DMV		x
	Valid WI CDL - Tanker Endorsement	DMV		x (within 6 months)
	All heavy equipment	on the job training		x