MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
            City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: May 31, 2012

Attached is Mike Lewis' request to fill a vacant Street Maintainer position in the Department of Public Works Sanitation and Street 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
        Tom Harmatys
        Bruce Danowski

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MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: May 29, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Street Maintainer was vacated effective June of 2011 when the incumbent, Gary Radtke, retired after more than 32 years with the City.

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
    Bruce Danowski
    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: Street Maintainer

2.   Department/Division: Public Works/Sanitation and Street Division

3.   Vacancy Date: June of 2011

4.   Vacancy Reason: retirement

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

        builds and repairs sanitary sewers, storm sewer manholes and catch basins; pours and finishes concrete and builds the necessary form work; repairs, installs, and terminates storm and sewer laterals; patches pavements with epoxy cements; lays asphalt; operates a variety of equipment associated with construction work; gives technical assistance and guidance to other members of a crew; serves on rotational watch duty when assigned

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

        two (2)

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

        to ensure that the Department has adequate staffing to meet both routine and emergency operating needs

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

        a.   Service to the public.

        services will take longer to be delivered to our customers

        b.   Service to staff.

        increased citizen complaints

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

        salary range $22.82/hour to $24.62/hour (schedule R)

9.   Remarks/Comments:

Signature: _____ Date:____May 29, 2012____
        Director of Public Works/City Engineer

FORMS\FILL VACANCY