



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

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *RG*  
RE: Department Request to Fill Vacant Position  
DATE: February 6, 2018

Attached is Pete Daniels' request to temporarily fill on an interim basis the 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

ADM\Vacpos\VACPOSREQ ENG.PEng.020618



Peter C. Daniels, P.E.  
Interim City Engineer  
Engineering Department  
414.302.8374  
pdaniels@westalliswi.gov

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January 29, 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 temporarily appoint Heath Brozovich as Interim Principal Engineer in the Department of Engineering until such time as the permanent position is available to be filled. This is a budgeted position and will temporarily replace my former position as Principal Engineer before I was temporarily promoted to Interim City Engineer on November 8, 2017. This position is needed to plan and coordinate the design activities for street, underground and other related municipal work.

Heath Brozovich has already been called upon in the past two months to take on the added duties of supervising the 7 engineering technicians in the Department of Engineering as I have taken on new expanded duties within the Department.

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,

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: 11 / 08 / 2017  
 Person Replaced: Peter Daniels  
 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: 2 / 06 / 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 design 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 designing and 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 Burtch 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 continues to perform his old job duties in addition to his new job duties as Interim City Engineer. Heath Brozovich has also been handling some of the duties as a Professional Engineer.

How many other similar positions exist in this department? One

## Requestor Information

Please Print: Peter Daniels Interim City Engineer Engineering  
 Name Title Department  
 Signature/Date: Pet Daniels 1 / 29 / 2018

Attached:  Memorandum  Current Position Description

CLASS TITLE: Principal Engineer – Design Services

DEFINITION: Under direction; performs work of considerable difficulty in the supervision of civil engineering street and underground utility design and other related municipal work; performs other related duties as assigned.

EXAMPLES OF DUTIES: Plans and coordinates the design activities for street, underground and other related municipal work. Assists City Engineer in directing and coordinating all department design 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 design; Initiates and directs preliminary designs, studies cost estimates and prepares related reports. Initiates and drafts funding applications to Department of Transportation and other agencies; supervises bridge inspection program, and pavement rating system, and reviews related maps and permits. Prepares and reviews resolutions and required reports and records; coordinates work with other City departments, consultants, public and private utilities and agencies. Assists in preparing and estimating the annual Capital Improvement Program, may perform other construction activities as needed.

Supervises and prepares special assessments; participates in the selection, training and performances evaluation of subordinate personnel; assists City Engineer in grievance matters; responds to public inquires and complaints; attends City, County, State and various other meetings; may assist in consultant selection; may serve as consultant to other departments.

MINIMUM QUALIFICATIONS:

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; Master's Degree in Engineering or Public Works Management is desirable.

Knowledge and Skills: Considerable knowledge of all areas of municipal design including civil, structural, surveying, legal, hydraulic/flood, construction/maintenance methods, materials and equipment available, and state/local codes. Considerable knowledge of computers, GIS, supervision and public works construction. Considerable skill in establishing effective working relationships with superiors, subordinates, associates, contractors, consultants and the public; considerable knowledge of collective bargaining agreements; considerable skill in preparing necessary reports and maintaining records; considerable knowledge of automated engineering application.

Licenses and Certificates: Possession of or eligibility for Professional Engineer's License in the State of Wisconsin; a valid Wisconsin Driver's License.

CITY OF WEST ALLIS

August, 2002

Approved \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date