

23.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2010-0430	Request	Introduced
Communication from City Administrative Officer regarding request to fill the vacant Sanitation Supervisor position in the Department of Public Works Sanitation & Street Division.		
Introduced: 7/6/2010		Controlling Body: Administration & Finance Committee

## COMMITTEE RECOMMENDATION *approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JUL 06 2010			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale				✓
			Weigel				
		TOTAL		4	0		1

**SIGNATURE OF COMMITTEE MEMBER**

*Kurt Kozzyl* \_\_\_\_\_  
Chair Vice-Chair Member


## COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JUL 06 2010			Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale				✓
			Weigel	✓			
		TOTAL		9	1		1



MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: June 29, 2010

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER  
City Administrative Officer  
Clerk/Treasurer

414/302-8294  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

pziehler@ci.west-allis.wi.us  
www.ci.west-allis.wi.us

Attached is Mike Lewis' request to fill the vacant position of Sanitation Supervisor in the Department of Public Works Sanitation and Street Division.

According to our procedure for 2010, 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  
Bruce Danowski

ADM\CORR\VACPOSREQ SanSupvr



**DEPARTMENT OF PUBLIC WORKS**

**Michael G. Lewis**  
*Director*

**Bruce Danowski**  
*Superintendent*  
*Sanitation & Street Division*

414/302-8800  
414/302-8889 (Fax)

Municipal Yards  
6300 West McGeoch Avenue  
West Allis, Wisconsin 53219

[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)

## **MEMORANDUM**

---

To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works

Date: June 29, 2010

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 Sanitation Supervisor will be vacated July 1, 2010 when the incumbent, Jeffrey Jender, retires after more than 30 years of employment with the City.

If this position is filled internally, it is my intention to fill any other vacancies that result. 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

h:\my documents\personnel\misc\jender.vac

**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: Sanitation Supervisor
2. Department/Division: Public Works/Sanitation and Street Division
3. Vacancy Effective: July 1, 2010
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?
  - Oversee timeliness and quality of recyclable routes
  - Provide information to citizens on recycling rules and policies
  - Inspect and issue permits for special collection
  - Direct and oversee emergency work
  - Enforce safety and work rules

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

One (1)

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

To provide timely and quality collection of recyclables, to provide timely information to citizens, to provide timely issuance of permits for special collection, ensure adequate supervision of emergency work, ensure a safe working environment for employees

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

- 
- 
- 
- 
- 
- 
- 
- a. Service to the public.

Services not being performed in a timely manner.

- 
- 
- 
- 
- 
- 
- 
- 
- b. Service to staff.

Increased complaints from the public and elected officials that services are not being performed in a timely manner.

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

Approximately a savings of \$3,000 in the first year.

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
9. Remarks/Comments:

Signature: \_\_\_\_\_

Director of Public Works/City Engineer

Date: 06-29-10