



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Vacant Position
DATE: January 10, 2018

Attached is Pete Daniel's request to fill 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.011618



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

January 16, 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 fill one full time Principal Engineer position in the Department of Engineering. This is a budgeted position and will replace the Assistant City Engineer who retired on October 31, 2017. This position is being downgraded from Assistant City Engineer, which is a Grade N position, to Principal Engineer, which is a lower Grade L position. This position is needed to plan and coordinate the design activities for street, underground and other related municipal work.

As has been discussed with the Administration and Finance Committee and the Public Works Committee, there is a consensus that the Public Works and Engineering Departments will again be split. The elimination of the one Director of Public Works/City Engineer position who splits his time between both Departments eliminates the need for both a full time City Engineer and a full time Assistant City Engineer, which is why the Assistant City Engineer position is being filled at the lower Principal Engineer level.

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,

A handwritten signature in blue ink that reads "Peter Daniels".

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: 10 / 31 / 2017

Person Replaced: Joseph Burch

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: 12 / 31 / 2017

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
Oversees compliance with Federal Highway Administration and WisDOT requirements for all City bridge safety inspections and pavement rating inspections 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 elimination of the one Director of Public Works/City Engineer position who splits his time between both Departments eliminates the need for both a full time City Engineer and a full time Assistant City Engineer, which is why the position is being filled at the lower level.

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. Robert Hutter 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: *Peter Daniels* 12 / 20 / 2017

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