



MEMORANDUM

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

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 17, 2012

Attached is Mike Lewis' request to fill a vacant Painter I position in the Department of Public Works, Building/Inventory and Electrical Services 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.

PMZ:jfw

cc: Mayor
HR Division
Mike Lewis
Tom Harmatys
Doug Bartels

ADM\Vacpos\VACPOSREQ Painter BIESDiv 022112



DEPARTMENT OF PUBLIC WORKS

Micheal G. Lewis
Director

Tom Harmatys
Assistant Director

Douglas Bartels
Superintendent
Building & Sign/Inventory Services

414/302-8874
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westalliswi.gov

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works/City Engineer

Date: February 16, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/Inventory and Electrical Services Division. The position of Painter I was vacated February 6, 2012 when the incumbent, Paul Barwick, was promoted to the position of Building and Sign Lead Person.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Building and Sign/Inventory Superintendent Doug Bartels or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Doug Bartels
Audrey Key

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

A handwritten signature in blue ink, likely belonging to Mike Lewis, the Director of Public Works/City Engineer.

**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: Painter
2. Department/Division: Public Works-Building/Inventory and Electrical Division
3. Vacancy Date: February 6, 2012
4. Vacancy Reason: promotion
5. a. What are the specific work responsibilities of the position?
paints City infrastructure
- b. How many other such positions exist in this Department?
one
6. What are the reasons why the position must be filled?
not filling the position would result in the City's infrastructure not being painted in a timely manner
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
poor appearance of City property to the public
 - b. Service to staff.
increased complaints to City employees from the public and users of City buildings
8. What is the fiscal impact related to filling this vacancy?
Painter I salary range \$22.82 to \$24.62 per hour (R)
9. Remarks/Comments:

Signature:  Date: 02-16-2012
Director of Public Works/City Engineer