



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

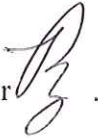
414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

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

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler, 
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: February 1, 2012

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

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

ADM\Vacpos\VACPOSREQ StrSwrSupvr SSDiv 020712



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

414/302-8832
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: January 31, 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, Street and Sewer Section. The position of Street and Sewer Supervisor will be vacated effective February 29, 2012 when the incumbent, James Caylor, retires after more than 31 years 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
Jane Barwick

h:\my documents\personnel\misc\caylor.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: Street and Sewer Supervisor
2. Department/Division: Public Works/Sanitation and Streets Division/Street and Sewer Section
3. Vacancy Date: Feb. 29, 2012
4. Vacancy Reason: retirement
5.
 - a. What are the specific work responsibilities of the position?

oversees and directs the daily operations of street construction and maintaining sidewalk construction, sewer construction and maintenance, snow and ice control, leaf collection, landfill maintenance.
 - b. How many other such positions exist in this Department?

none
6. What are the reasons why the position must be filled?
 1. prevent the deterioration of the infrastructure
 2. assure that the laboring force remains productive
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.

maintenance of the City's vast infrastructure would deteriorate thus increasing complaints
 - b. Service to staff.

Superintendent would have to perform more supervisory activities thus reducing his time to perform administrative function common to that position.
8. What is the fiscal impact related to filling this vacancy?

Salary range \$1,922.40 to \$2,403.20 b/w (P) and \$1,885.60 to \$2,356.80 b/w (R)
9. Remarks/Comments:

Signature: 

Director of Public Works/City Engineer

Date: Jan. 31, 2012