



**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@westalliswi.gov  
www.westalliswi.gov

**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: November 26, 2013

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

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis  
Dave Wepking  
Bruce Danowski

ADM\VACPOS\VACPOSREQ MaintRpr SSDiv 120413



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.westalliswi.gov](http://www.westalliswi.gov)

## MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: November 20, 2013

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 Maintenance Repairer will be vacated effective November 27, 2013 when the incumbent, Brad Hackbarth, retires after 1 year 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: Dave Wepking  
Bruce Danowski  
Audrey Key


A handwritten signature in black ink, appearing to be "Mike Lewis".

h:\my documents\personnel\misc\hackbarth.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: Maintenance Repairer
  2. Department/Division: Public Works/Sanitation and Street Division
  3. Vacancy Date: November 27, 2013
  4. Vacancy Reason: resignation
  5. a. What are the specific work responsibilities of the position?  
  
Repairs and/or maintains city streets, sidewalks and sewers; assists in snow and ice control activities as well as other emergency work.
  - b. How many other such positions exist in this Department?  
  
Ten
  6. What are the reasons why the position must be filled?  
  
Prevent an ever increasing backlog of maintenance work on city streets, sidewalk and sewers.
  7. What will be the impacts on service functions if the position were not filled?
    - a. Service to the public.  
  
Services will be delayed.
    - b. Service to staff.  
  
Increased complaints from the public.
  8. What is the fiscal impact related to filling this vacancy?  
  
2013 Arborist salary range \$21.69/hour to \$23.41/hour (schedule R)
  9. Remarks/Comments:
- Signature:  Date: November 20, 2013  
Director of Public Works/City Engineer