



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
*City Administrative Officer
Clerk/Treasurer*


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler, 
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: July 23, 2012

Attached is Mike Lewis' request to fill a vacant Water Meter Technician position in the Department of Public Works Water 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
Tom Harmatys
Dan Schwebke

ADM\Vacpos\VACPOSREQ WtrMtrTech WtrDiv 080712



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

414/302-8832
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: July 17, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division. The position of Water Meter Technician was vacated in December of 2011 when the incumbent, Ken Poniewaz, retired after more than 21 years of employment with the City.

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Water Superintendent or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Dan Schwebke
Audrey Key

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

A handwritten signature in black ink, appearing to be "Michael Lewis", written over a white background.

**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: Water Meter Technician
2. Department/Division: Public Works/Water Division
3. Vacancy Effective: December 2011
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?
Install, remove, inspect, adjust, test, maintain and repair volumetrical water meters
- b. How many other such positions exist in this Department?
One
6. What are the reasons why the position must be filled?
Maintain accuracy of water meters
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Maintain accuracy of water meters
 - b. Service to staff.
Increased citizen complaints
8. What is the fiscal impact related to filling this vacancy?
salary range for Water Meter Technician \$20.86/hour to \$22.51/hour (schedule R)

9. Remarks/Comments:

Signature:  Date: July 17, 2011
Director of Public Works/City Engineer