



MEMORANDUM

CITY ADMINISTRATIVE OFFICE


PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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West Allis, Wisconsin 53214

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TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Positions

DATE: February 27, 2013

Attached is Mike Lewis' request to fill three vacant Electrical Mechanic I positions 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.

PMZjfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Terry Meincke



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

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

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MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: February 17, 2014

Subject: Request to Fill Vacant Positions

The Department of Public Works respectfully requests permission to fill three (3) vacancies in the Building/Inventory and Electrical Services Division. Two (2) positions of Maintenance Repairer (Electrical Services Section) were vacated in October of 2011 when Robert Kodanko retired and in September of 2012 when Tom Dentice resigned. The request to fill these two (2) vacancies was originally approved in September of 2012. Since that time both positions have been reclassified to Electrical Mechanic I and approved as part of the 2014 budget.

The third position, Electrical Mechanic I, became vacant February 17, 2014 when the incumbent, Adam Pluer, took a position with the Building Inspection and Neighborhood Services Department.

If any of these positions is filled internally, it is my intention to fill any other vacancies that result. Either Electrical Services Superintendent Terry Meincke or I are available to answer any questions relative to the need to fill these positions.

cc: Dave Wepking
Terry Meincke
Audrey Key

A handwritten signature in blue ink, appearing to be "M. Lewis", is written over the bottom right portion of the page.

**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: Electrical Mechanic I (3 positions)
2. Department/Division: Public Works-Building/Inventory and Electrical Services Division
3. Vacancy Date: Oct. 2011, Sept. 2012, Feb. 2013
4. Vacancy Reason: retirement, resignation, transfer to different City department
5. a. What are the specific work responsibilities of the position?
 - employees in this position perform skilled work at the journeyman level including the installation, modification and repair of the City's electrical system
 - electrical system includes street lighting, lighting in parks and parking lots, lighting in public buildings and a traffic control system.
- b. How many other such positions exist in this Department?
four (4)
6. What are the reasons why the position must be filled?
Install new and maintain existing electrical systems.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
 - maintenance of the various electrical systems would be reduced increasing complaints from the public
 - lighting circuits out have the potential of increasing crime while increased traffic light failures will result in increased accidents
 - b. Service to staff.
increased resident complaints
8. What is the fiscal impact related to filling this vacancy?
salary range for Electrical Mechanic I is \$26.18/hour to \$28.16 hour (schedule R)
9. Remarks/Comments:

Signature:  Date: 02-17-2014
Director of Public Works/City Engineer