



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *rg*
RE: Department Request to Fill Vacant Positions
DATE: November 2, 2017

Attached is Mike Lewis' request to fill three vacant Truck Driver positions 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.

RG:jfw

cc: Mayor
HR Dept.
Mike Lewis
Dave Wepking
Tim Last

ADM\Vacpos\VACPOSREQ TruckDrivers 110717



Michael G. Lewis
Director of Public Works/City Engineer
Department of Public Works
414.302.8888
mlewis@westalliswi.gov

RECEIVED

OCT 26 2017

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: October 26, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill 3 Truck Driver vacancies in the Sanitation and Street Division. The positions became vacant on September 22, 2017 when the incumbent was terminated during his probationary period, on October 5, 2017 when the incumbent retired, and on October 25, 2017 when the incumbent resigned.

If this position is filled internally, it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Tim Last

h:\my documents\personnel\misc\nelson, sullivan, wachowiak vac



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Public Works/Engineering Position Title: Truck Driver

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 22 / 2017

Person Replaced: Ben Nelson

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: asap / _____ / 20_____

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.

What will be the impacts on service functions to the public if the position is not filled? services will take longer to be delivered to our customers, i.e. snow plowing

What will be the impacts on service to city staff if the position is not filled? increased citizen complaints, slower response time

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) 2 other vacant Truck Driver positions have been eliminated

How has this vacancy/need been covered so far? vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 3 of the 25 Truck Driver positions are vacant

Requestor Information

Please Print: Michael Lewis Dir. of PW/City Eng. Public Works/Engineering
Name Title Department

Signature/Date: [Signature] 10/23/2017

Attached: Memorandum Current Position Description



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Public Works/Engineering Position Title: Truck Driver

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 10 / 05 / 2017

Person Replaced: Tom Sullivan

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: asap / _____ / 20_____

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Requestor Information

Please Print: Michael Lewis Name Dir. of PW/City Eng. Title Public Works/Engineering Department

Signature/Date:  10/23/2017

Attached: Memorandum Current Position Description



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Public Works/Engineering Position Title: Truck Driver

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 10 / 25 /20 17

Person Replaced: Mike Wachowiak

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: asap / ____ /20____

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

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Requestor Information

Please Print: Michael Lewis Name Dir. of PW/City Eng. Title Public Works/Engineering Department

Signature/Date: 10/23/2017

Attached: Memorandum Current Position Description

CLASS TITLE: Truck Driver

DEPARTMENT: DPW/Engineering – Sanitation & Streets Division

CLASSIFICATION and SALARY GRADE: Non-Exempt – Classified Service, Grade D

DEFINITION: An employee in this classification within the Department of Public Works/Engineering, Sanitation & Streets Division operates various types of large, heavy GVW trucks and motorized vehicles and actively participates in the collection of refuse and recyclables if so assigned.

EXAMPLES OF DUTIES: manual lifting and loading of refuse and recyclables into collection vehicles; operates large trucks and other motorized vehicles with varied capacities applying knowledge of driving regulations and city streets; operates special purpose equipment; collects, hauls and delivers a variety of materials, equipment, supplies and waste products, such as combustible and non-combustible refuse, snow, ground, leaves, brush, sand, gravel, stone and salt; loads and unloads trucks by hand or by use of mechanical devices such as hoists, pumps, lifts, loaders and winches; performs emergency work of all types including snow plowing and removal, salt and sanding operations; assists with work on job sites, i.e. street repairs, clean out catch basins, tar kettle, construction, Vac-All operation; asphalt patchwork, tarring patchwork, spreading gravel, etc.; transports personnel to various destinations within the City; keeps simple records and makes reports; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains ability to lawfully operated designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a City Truck Driver for which he/she is otherwise qualified; other duties may include, but are not limited to, general labor work; assisting residents with proper disposal, composting, or recycling of materials brought to the Municipal Yard site; general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned.

QUALIFICATIONS: must possess the emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties of this position. A City Truck Driver must be available to work nights, weekends, overtime and at odd hours when emergency conditions require such duty, including serving on occasional watch duty when assigned.

Education, Training and Experience:

High school graduate/equivalent.

Three years of recent paid work experience in the operation of trucks greater than 26,000 GVW; OR an equivalent combination of education/certification/training and driving experience to clearly demonstrate the background necessary to perform the type of work as listed under "Duties" may fulfill the 3-year minimum driving requirement.

Recent paid work experience in performing manual labor.

Familiarity in the use of an office computer/software including, but not limited to, Windows and Microsoft Office Applications (Word, Excel, Calendaring, Outlook); mobile devices such as an iPad, etc. is desirable.

Completion of the National Incident Management System's (NIMS) ICS-100 and 700 training within 6 months of appointment.

Licenses and Certificates:

Valid Wisconsin driver's license and acceptable driving record per City Policy.

Possession and maintenance of a valid Wisconsin Commercial Driver's License (Class B, C, D with air brakes); Class A license is desirable.

Possession of Tanker (N) endorsement within 6 months of appointment.

Knowledge, Skills, and Abilities:

Good knowledge of the hazards and necessary safety precautions in performing manual labor; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to work without close supervision; good knowledge of the laws and regulations governing the operation of trucks; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to service vehicles and to make minor emergency road repairs and adjustments; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to, supervisors, employees and the public; ability to understand and follow verbal and written instructions; ability to keep simple records and prepare reports; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence and continuous improvement.

Physical Job Demands:

Possess the physical ability to perform the duties of the position including, but not limited to, occasional heavy lifting (greater than 100 lbs.) with aides, and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.

Possess the physical capacity to perform light to heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including but not limited to, the duties generalized below.

Reference Chart:

Activity Frequencies	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Asphalt Truck: continuous (8 hrs/day) lifting/shoveling up to 50 lbs.; continuous walking

Brush Collection/Yard Work: continuous lifting up to 20 lbs.; continuous walking

Dump Truck Driver: occasional to frequent lifting up to 20 lbs. in the spreading of gravel and in removing small concrete pieces and excess ground

Hook Truck: occasional pushing (greater than 100 lbs.) with aides when opening/closing the rear gate on the container

Recycling: continuous lifting up to 50 lbs.; continuous bending

Refuse Collection: continuous pushing, pulling and bending; continuous lifting up to 100 lbs.

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake

Tar Kettle: continuous lifting up to 50 lbs.; occasional lifting up to 80 lbs. (block of tar) with assistance; occasional lifting up to 20 lbs. of barricades and traffic cones

Vac-All: continuous lifting up to 20 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials and tasks.

Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

CITY OF WEST ALLIS

c 10/2017

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

Approved _____
Department Head

Date

Approved _____
Employee

Date