



**City Administrator**

**Rebecca N. Grill**

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator

RE: Department Request to Fill Vacant Position

DATE: December 28, 2015

Attached is Mike Lewis' request to fill a vacant Street and Sewer Maintainer position 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 Division  
Mike Lewis  
Dave Wepking  
Bruce Danowski



DEPARTMENT OF PUBLIC WORKS

**Michael G. Lewis**  
*Director*

**Dave Wepking**  
*Assistant Director*

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Municipal Yards  
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## MEMORANDUM

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To: Rebecca Grill, City Administrator

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

Date: December 9, 2015

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division in the position of Street and Sewer Maintainer. This position will become vacant when the incumbent, Joe Narlock, retires on December 30, 2015.

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

h:\my documents\personnel\misc\ narlock vac

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



# 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: Street and Sewer Maintainer

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 12 / 30 /2015

Person Replaced: Joe Narlock

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: compliance with MMSD and DNR permits and rules/regulations. i.e. sewer and catch basin cleaning

Why is it necessary that this position be filled? What operational needs does this position fulfill? crew leader on jobs, is mason tradesperson on projects

What will be the impacts on service functions to the public if the position is not filled? less street and sewer maintenance accomplished, vacant snow plow route, possible non-compliance issues

What will be the impacts on service to city staff if the position is not filled? less production, possible MMSD and DNR compliance and flooding issues

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) cross training is being done

How has this vacancy/need been covered so far? fill in by capable maintenance repairer, therefore that work not being completed as scheduled

How many other similar positions exist in this department? 3

### Requestor Information

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

Signature/Date: [Signature] Title 12 / 9 / 2015 Department

Attached:  Memorandum  Current Position Description

## STREET & SEWER MAINTAINER

**JOB SUMMARY:** This is responsible manual and skilled work employing a variety of tasks and practices associated with the cleaning, maintenance, and repair of sanitary and storm sewers, streets, alleys, and sidewalks of the City's Street & Sewer Section in the Sanitation & Streets Division of the Department of Public Works/Engineering.

**NATURE OF THE WORK:** An employee in this classification is responsible for the performance of skilled maintenance and repair work associated with street and sewer construction repair, the cleaning, maintenance and repair of sanitary and storm sewers, and in overseeing, directing activities of crew persons, and providing assistance to other employees engaged in such work.

**DUTIES:** Acts as a leadman responsible for providing technical assistance and guidance to other members of a small crew engaged in the cleaning, maintenance and repair of sanitary and storm sewers, streets, alleys, and sidewalks. Typical duties include: builds and repairs sanitary and storm sewers, sewer lines, storm sewer manholes and catch basins; builds the necessary form work, pours and finishes concrete; repairs, installs, and terminates storm and sewer laterals; patches streets, alleys, other pavements, curbs and sidewalks with epoxy cements; lays asphalt; removes roots, debris and other refuse from clogged sewer lines operating portable bucket machines, or hydraulic sewer jets as required; installs, removes and replaces knives and performs minor running repairs on equipment using common hand tools; removes sewer residue, examines for evidence of breaks and measures approximate location of break; rods and flushes sewer lines; backfills and compacts excavations; operates trucks and a variety of equipment associated with construction/maintenance work; performs emergency work of all types including snow plowing and removal, salt and sanding operations, and flood control (sanitary sewer pumping and creek ice removal); keeps daily records and makes reports, assists in system map changes/updates; responds to sewer back up calls from the public; inspects construction projects.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Street & Sewer Maintainer for which he/she is otherwise qualified; other duties may include, but are not limited to, collects refuse and recyclables; collects, hauls and delivers a variety of materials, equipment, supplies and waste products; loads and unloads trucks by hand or by use of mechanical devices; operates Vac-All; assists residents with proper disposal, composting or recycling of materials brought to the Municipal Yard site; transports personnel to various destinations within the City; performs general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned.

A Street & Sewer Maintainer must be available to work nights, weekends, overtime and at odd hours when emergency situations require such duty and to serve on watch duty when assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable working knowledge of the methods, tools and equipment commonly used in public works construction, maintenance work, and in cleaning sewer lines; ability to operate a truck and the machines used in sewer cleaning operations; ability to operate a refuse packer, front-end loader, back hoe, tracked loader, hook truck and tar kettle; training in confined space entry and designated as a competent person; skill in the use of common hand tools and equipment; ability to operate heavy motorized equipment; ability to perform a variety of skilled construction tasks and to interpret work from rough sketches or penciled layouts; ability to read and understand blueprints as they relate to sewers; ability to operate both standard and automatic transmissions; considerable knowledge of occupational hazards and safe work practices; ability to perceive hazards involved in working in streets, manholes and trenches and to take precautionary measures; mechanical aptitude; ability to work with a minimum of supervision; ability to oversee the work of others and to assist in the training of subordinates; ability to understand and effectively carry out verbal and written instructions; and ability to establish and maintain effective working relationships with supervisors, employees and the public.

**MINIMUM REQUIREMENTS:**

High school, trade school graduate/equivalent and at least (5) five years of recent paid work experience in municipal street and sewer maintenance/repair OR, an equivalent combination of experience and training which provides the requisite knowledge, skills and abilities.

Possession of a valid Wisconsin Commercial Driver's License (Class B, C, D with airbrakes); Class A is desirable.

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

Possess a good driving record per City policy.

Demonstrated experience operating heavy motorized equipment such as dump trucks, end loaders, backhoes and rollers.

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.

Possess the physical capacity to perform the duties of the position including but not limited to, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, stretch, push, pull, enter and exit City truck, etc.

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

**PHYSICAL DEMAND LEVEL**

Light Lifting	20 lbs occasionally; up to 10 lbs frequently
Medium Lifting	50 lbs. occasionally; 20 lbs. frequently
Heavy Lifting	100 lbs. occasionally; 50 lbs. frequently
Very Heavy Lifting	100 lbs. occasionally

**ACTIVITY TOLERANCES/FREQUENCIES**

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Asphalt Truck: continuous (8 hrs/day) medium lifting/shoveling; continuous walking

Back-hoe: continuous sitting; continuous operation (pushing) of hand controls/joystick

Brush Collection/Yard Work: continuous light lifting; continuous walking

Dump Truck Driver: occasional light lifting in the spreading of gravel; frequent light lifting in removing small concrete pieces and excess ground

Front End Loader: continuous sitting; frequent to continuous operation (pushing) of a hand controls/joystick.

Hook Truck: occasional very heavy pushing (100 lbs.+) when pushing open/closing the rear gate on the container

Recycling: continuous medium lifting; continuous bending

Refuse Collection: continuous pushing, pulling and bending; continuous heavy lifting of carts

Roller: frequent sitting; frequent climbing onto and off of equipment; occasional pushing; occasional arm rotation

Sewer Jet: continuous standing and walking; continuous very heavy pulling/lifting of sewer covers; continuous motion when operating hose

Snow Plow Driver: continuous sitting for up to 18 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 medium lifting; occasional heavy lifting (80 pound block of tar 2-3 times/day); occasional light lifting of barricades and traffic cones

Tracked Loader: continuous sitting; continuous operation (pushing) of hand controls/joystick and foot controls

Vac-All: continuous medium lifting with ability to move Vac-All tube around in a hole; occasional heavy lifting when lifting catch basins

Ability to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty and to serve on watch duty when assigned.

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.

Completion of CVMIC Pre-supervisory Certification or equivalent within two (2) years of appointment.

Revised 09/12

L:\PRS\POSITION DESCRIPTIONS\Street and Sewer Maintainer rev 9-2012 to include physical demands.doc