



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 Position
DATE: September 24, 2018

Attached is Dave Wepking's request to fill two vacant Maintainer 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.
Dave Wepking
Tim Last

ADM\Vacpos\VACPOSREQ Maints2.SSDiv.100218



Dave Wepking
Director of Public Works
Department of Public Works
414.302.8888
dwepking@westalliswi.gov

RECEIVED

SEP 21 2018

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Dave Wepking, Director of Public Works *DW*
Date: September 20, 2018
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 Maintainer became vacant in March of 2018 when the incumbent retired.

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: Tim Last

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Wepking



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 Position Title: Street and Sewer Maintainer

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 03 / 07 / 2018

Person Replaced: Randy Weishar

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: _____ / _____ / 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 continuously being done

How has this vacancy/need been covered so far? fill in by capable maintenance repairer (due to experience this individual is the leading candidate and natural selection for the position)

How many other similar positions exist in this department? 4 positions-1 current vacancy, 1 vacancy eff. 09-21-2018

Requestor Information

Please Print: David Weisking Director Public Works
Name Title Department

Signature/Date: David Weisking 9 / 20 / 18

Attached: Memorandum Current Position Description



Dave Wepking
Director of Public Works
Department of Public Works
414.302.8888
dwepking@westalliswi.gov

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CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Dave Wepking, Director of Public Works *DW*
Date: September 20, 2018
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 Maintainer will become vacant in September 21, 2018 when the incumbent resigns.

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: Tim Last

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WOL
DW



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 Position Title: Street and Sewer Maintainer

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 21 / 20 18

Person Replaced: Ken Kangas

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: _____ / _____ / 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 continuously being done

How has this vacancy/need been covered so far? fill in by capable maintenance repairer

How many other similar positions exist in this department? 2 positions out of 4 positions are vacant

Requestor Information

Please Print: David Wepping Director DPW Public Works
Name Title Department

Signature/Date: David Wepping 9 / 20 / 18

Attached: Memorandum Current Position Description

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of West Allis
Job Title	Maintainer	Work Location	6300 W McGeoch Av
Department	Public Works	Division	Sanitation and Street
Full-Time / Part-Time	Full	Part-Time (Hrs per Wk)	--
Supervisor Name	Tim Schneider	Supervisor Title	Street and Sewer Supervisor

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly (B) / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Inspect All Vehicles And Equipment Prior To Use To Insure Safety And Proper Workings Of Mechanical Parts	D	1
Schedules Basin Areas For Cleaning And Prints And Distributes Maps & Log Sheets To Crews	M	5
Communicates And Works With Engineering And I.T. Departments	W	3
Resolves Any And All Issues That Relate To Sanitary And Storm Manholes And Main Lines	W	10
Communicates And Meets With MMSD (Milwaukee Metropolitan Sewage District) For Removal And Install Of Flow Meters In Manholes	N	2
Liaison For Sewer Backup Issues Property Owners Have	W	10
Liaison For Sewer Contractor Televising, Relining And Replacement	A	5
Put Out Barricades/Cones To Establish Traffic Patterns And Provide Safer Work Zones	D	1
Tests And Calibrates Air Quality Meters	D	1
Coordinates Vac-All Response With Sewer Jet	D	5
Determines Usage Of Sewer Jet Camera To Inspect Problem Areas And Backups As Needed	N	5
Inspects Manholes For Defects In All Aspects Of Construction And Logs Into GIS Software	D	30
Inspects And Monitors Pump And Lift Stations And Logs Data	B/N	3
Checks And Monitors Problem Areas During Storms	N	7
Checks And Monitors Confined Space Equipment	M	2
Break Out And Replacement Of All Pavement Types	N	1
Confined Space Entry To Remove Debris, Clean And Inspect Pump/Lift Station (Lock Out Tag Out Required)	N	2

SECTION 3**TOOLS AND TECHNOLOGY**

Identify Any Software, Technology, Equipment Or Machinery Utilized On A Regular Basis In Order To Perform The Functions Of The Job:

Daily Use Of Ipad And Desktop For Mapping GIS Software And Inspection Reports

Sewer Jet Trucks And The Various Cameras, Water Nozzles, Deposit Mills, Root And Grease Cutters

Confined Space Equipment, Tripods, Wenches, Trench Boxes, Air Shores, Gas Monitors, Generators And Fresh Air Blowers

Vac-Alls To Remove Debris And Hydro Excavating

Front End Wheel Loaders

Holders

Various Types And Sized Trailers

Compressors

Trash Pumps From 50 Gpm To 1700 Gpm

Plow Trucks With Front Plow, Wing Blade And Under Body Scrapers

Salt, Salt Sand Mix And Calcium Chloride Spreaders Controlled By Dickey John System

Large Walk Behind Road Saws, Push Behind Saws And Hand Held Saws For Cutting Concrete And Asphalt

Water Fed Concrete Chainsaws And Core Drills With 4' - 24' Bits

Jackhammers, Drill Rigs, Hand Held Drills And Chisels All Pneumatic

Concrete Mixer

Road And Sidewalk Grinders

All Concrete And Asphalt Hand And Pole Finishing Tools, Tampers, Wackers And Rollers

Truck Mounted Cranes And Hydraulic Power Packs To Raise And Lower Catch Basin And Manhole Frames

Various Types Of Common Tools To Repair And Maintain Equipment

Various Types Of Lifting Chains, Cables And Straps

Crack Routers, Tar Kettles And Asphalt Patching And Emulsion Trucks
Single And Tandem Axle Dump Trucks

SECTION 4

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Failing Manholes And Catch Basins Sewer Back Ups	Replace Or Rebuild Jet, Vac Or Pump	Experience & Training	Sewer Crew & Tradesmen
Plumbets/Contractors Losing Equipment In Our Main Lines/Manholes	Retrieval Before Backups Occur	Experience & Training Cameras, Jets & Pole Hooks	Myself & Jet Operator
Heavy Traffic In Work Zones	Change Shift Or Detour Traffic	Building & Sign Training	Supervisor & Superintendent
Equipment Failures	Better And More Frequent Inspection	Experience & Fleet	Ourselves & Supervisor
Snow And Ice Removal/Control	Being Proactive	Experience & Weather Services	Ourselves & Supervisor
Unhappy Residents	Inform Them Of Work Or Repair Prior To The Day Of So They Can Plan Or Prepare	Experience & Training	Ourselves & Supervisor
New Construction/Changes To Utilities	Updates To GIS Software	Engineering	Ourselves & Supervisor
Unmarked Utilities/ Abandoned	Be More Aware And Cautious	Diggers Hotline	Ourselves & Supervisor

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Superintendent/Supervisors	Hands On Face To Face, Phone And Email	Day To Day Tasks, Problems And Solutions
Co Workers	Hands On Face To Face, Phone And Email	To Coordinate And Be More Efficient
Residents	Hands On Face To Face, Phone And Email	To Understand Problems They Have Or May Face

Engineers	Hands On Face To Face, Phone And Email	To Receive, Provide And Update Information
I.T. Department	Hands On Face To Face, Phone And Email	Help Design GIS Mapping And Update Utilities
Contractors	Hands On Face To Face, Phone And Email	Locate Services And Coordinate Information

SECTION 6 SUPERVISION / MANAGEMENT			
Please indicate the type of responsibility you have as it pertains to leading others.			
	Area of Action / Responsibility	Yes	No
	Screen / Interview Applicants		X
	Hire / Promote Employees		X
	Provide Written/Verbal Warnings		X
	Suspend Employees		X
	Terminate Employees		X
	Prepare Work Schedules For Others	X	
	Project Management	X	
	Provide Work Direction For Others	X	
	Evaluate Performance Of Others		X
	Counsel Employees		X
	Train Employees (As Part Of The Normal Duties Of The Job)	X	
	Approve Overtime		X
	Approve Time Off Request For Others		X
	Develop / Implement Policies		X
	Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X	
	Job Title		# of FTEs
	Maintenance Repairers		1-3

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds				X
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment			X	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals				X
Confined Spaces (as identified by OSHA)			X	
Close Proximity to Moving Machinery / Equipment				X
Bodily Fluids / Communicable Diseases				X
Working Alongside Moving Traffic on Roads				X
Electrical Hazards			X	

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

The work we do is almost always outside. We work in all weather conditions, and must work in the most severe. When flooding occurs we are out in the heavy downpours and thunderstorms trying to remedy any issues. During snow and ice storms we assist to keep all roadways open and do it safely while conditions are at their worst. Most work is routine maintenance of the entire sanitary sewer system. We clean the system and there is always sewer water

mist blowing in our breathing zone as well as covering our bodies. Some areas of work are dangerous that lane closures are not sufficient enough for safety and require us to come in on 3rd shift with short notice. Time off in winter months is very limited and when allowed time off, you must be available to come in if called. Being available to work 24/7/365 is imperative if and when any emergency situations arise. An essential part of our job is to always be prepared for inclement weather, monitor waterways, pump & lift stations and sanitary & storm mains.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Tim Schneider	Supervisor Title	Street and Sewer Supervisor	

SECTION 10		EDUCATION REQUIRED FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
<input type="checkbox"/> Less than High School Education		
<input checked="" type="checkbox"/> High School Education (or Equivalent)		
<input type="checkbox"/> One Year Certificate (or Equivalent)		
<input type="checkbox"/> Associate's Degree (or Equivalent)		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Professional Degree (Law, Medicine, etc.)		
<input type="checkbox"/> PhD w/ Dissertation		
<input type="checkbox"/> Other:		

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):
National Association of Sewer Services Companies

SECTION 11					TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Trade school graduate/equivalent and at least (5) 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 valid Wisconsin Commercial Driver's License (Class B, C, D with airbrakes). 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.

SECTION 12			
CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB			
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Commercial Driver's License	Prior To Employment	X	
Tanker Endorsement	DMV Test		X
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
Reimbursement for CDL and tanker endorsement.			

SECTION 13	
SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.	
JDQ Section	Comment / Clarification / Addition

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14

SUPERVISOR INFORMATION

Administrative Designee Name	Dave Wepking	Administrative Designee Title	Director of Public Works
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SECTION 15

ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition