



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: November 1, 2018

Attached is Dave Wepking's request to fill the vacant position of Lead Person 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.

RG:jfw

cc: Mayor
HR Dept.
Dave Wepking
Mike Brofka

ADM\Vacpos\VACPOSREQ Wtr.LeadPerson 110518

West Allis Public Works
6300 W. McGeoch Ave.
West Allis, WI 53219
www.westalliswi.gov



Dave Wepking | Director
Public Works
414.302.8832
dwepking@westalliswi.gov

RECEIVED

OCT 22 2018

CITY OF WEST ALLIS
CAO

Memorandum

To: Rebecca Grill, City Administrator
From: Dave Wepking, Director of Public Works *DW*
Date: October 19, 2018
Re: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division. The position of Lead Person became vacant in January 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: Mike Brofka

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Michael Brofka
Superintendent
Water Division
414.302.8830
mbrofka@westalliswi.gov

MEMORANDUM

To: Dave Wepking
Director of Public Works

From: Michael Brofka
Superintendent, Water Division

Re: Water Lead position

Date: October 19, 2018

The Water Division currently has a vacancy for the position of Water Lead Person. This position was vacated when the incumbent, Mark Jutrzonka, retired in January 2018. As a division we looked to see what job duties could be divided and/or shared during the vacancy. Between Karyn Rittenhouse and myself, we looked at the JDQ and a list of duties that Mark left before retirement. Between the two of us, we have managed to struggle through the extra workload this vacancy has created. While we have managed to maintain most of the Lead Position duties, we were not able to complete quality and safety audits on the jobsites. With the addition of the Pay for Performance evaluation system, we are depending on a program to track employee performance. The Lead Person has proven to be a crucial position to have filled and will be pivotal for a successful safety/quality audit. This was evident this past January, when we coordinated and fixed a total of 46 main breaks. This position is also responsible for the oversight and coordination of our valve maintenance, hydrant inspection, and hydrant flow testing programs. These programs, along with the day to day replacement of various water main components, are a critical part of our overall success. There are many different tasks that can change daily, and this requires a level of oversight that needs the attention of one dedicated person. I'm asking that the Common Council approve filling the vacant Water Lead position to help us better manage our system to state and federal standards.



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: Lead Person - Water

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 01 / 03 / 2018

Person Replaced: Mark Jutrzonka

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: Water Utility

Anticipated Date for Filling Position: 12 / 01 / 2018



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? _____
The Lead Person coordinates and schedules all field operations and assures that the work completed is done in a safe and accurate manner.

What will be the impacts on service functions to the public if the position is not filled? If unfilled, the duties will fall upon the Supt. and Customer Service Administrator. With increasing regulations from state and federal authorities, the Superintendent is already stretched on time. Safety and quality audits will not be completed. These audits will be critical for subordinate job evaluations.

What will be the impacts on service to city staff if the position is not filled? _____
The Supt. and Customer Service Administrator will have to dedicate time from their already busy schedules. This position is the focal point for all training within the Water Division, so this will cause an adverse effect to new employees or new training requirements.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
None, this position has a higher level of responsibility than the Maintainer positions and requires supervisory skills. This person is the system expert in which the Division relies upon to make sound technical decisions based on experience.

How has this vacancy/need been covered so far? _____
The Superintendent has filled the majority of this vacancy thus far, with the Customer Service Administrator filling in when the Superintendent isn't available.

How many other similar positions exist in this department? zero (0)



Requestor Information

Please Print: Dave Wepking Director of Public Works Public Works
Name Title Department

Signature/Date: *Dave Wepking* 10 1221 18

Attached: Memorandum Current Position Description



*Attach Additional Documentation if Necessary

RESET CA-102 v2 4/18

JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Lead Person <input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee	Department	Public Works Deputy/Assistant General Employee	Division	Water City Hall Library Fire PW Health Police
Classification per 2.76 RMC					
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	Supervisor Title	Water Superintendent		
HR Only	Working Title	Salary Grade -		FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

This is a responsible skilled position employing leadership and work direction to other employees in the Water Division through instruction, demonstration and the monitoring of work progress as well as actually performing a variety of field related activities common to the skilled maintenance and repair of the City's water distribution system.

Typical duties include: Schedules, coordinates, and provides field supervision of staff involved in maintenance and construction activities of the water distribution system. Orders construction and maintenance materials and supplies. Prepares work plans for the maintenance of the water distribution system. Maintains records and prepares reports. Provides input for and assists in the preparation of performance evaluations of assigned subordinate personnel. Assists in the development of departmental standard operating procedures and emergency response policy and procedures of utility maintenance operations. Provides for the training of assigned personnel in work methods, use of tools and equipment and safety practices. Assists in developing product specifications and in maintaining an effective working and liaison relationship with purchasing operations. As necessary, performs crew work including the operation of all types of motorized equipment; may operate equipment during training or emergency situations, and on call duty, if needed. Performs quality and safety checks, oversees training of field staff. Prepares reports for management.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (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]

Expected Work Hours	Frequency	% of Annual Total Time
<input checked="" type="checkbox"/> Normal Business Hours (M-F, 7am-3 pm); but may work alternative schedules as required <input type="checkbox"/> Full-time salaried position ¹		
<input checked="" type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:	D 10 D 40 N 2	
Schedule daily work assignments for outside personnel.		
Oversee work done by outside personnel.		
Fill in for Water Superintendent when s/he is out.		
SEE ATTACHED		
And other duties that from time to time may be required and assigned.	N	1

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community's interests and needs; timely, dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative; sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	<ul style="list-style-type: none"> Recommend changes in procedures and processes to improve efficiency; Support initiatives such as strategic planning, LEAN, and innovation; Maintain prompt, predictable, and regular physical attendance; Provide truthful and accurate written and verbal communications; Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.

If checked the following are applicable to the position: maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; maintains the ability to travel throughout and enter all different properties in the jurisdiction

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)

Ability to supervise, train, coordinate and evaluate the work of staff; inspect work for conformance with productivity, quality and safety standards; ensure safety and professional work standards are met; plan, organize, and prioritize tasks; provide technical and professional leadership and direction; interact and communicate effectively both orally and in writing; establish, maintain, and foster positive, harmonious and effective working relationships; ability to perform manual labor for extended periods of time and to withstand exposure to variable weather conditions; acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; prepare and maintain accurate written reports and records; read maps and construction plans; obtain a basic working knowledge of ArcGIS software and/or related software utilized by the City for the computerized work order system, inventory control system and asset management.

SEE ATTACHED

Job Specific

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
SEE ATTACHED			

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Water Superintendent	Discuss daily operations	To get work done
Maintenance Repairers	Assign work, listen to concerns	Hand out job assignments
Water Division Clerk	Receive messages	To get messages
Customer Service Administrator	Discuss staffing	To know who is available
Public	Listen to concerns and explain	Keep public informed

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Education	<input type="checkbox"/> Less than High School <input checked="" type="checkbox"/> High School/GED <input type="checkbox"/> One Year Certificate <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.):		
Experience	<input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yr. <input type="checkbox"/> 2 to 3 yrs. <input type="checkbox"/> 4 to 5 yrs. <input type="checkbox"/> 6 to 7 yrs. <input type="checkbox"/> 8 to 9 yrs. <input type="checkbox"/> 10 to 11 yrs. <input checked="" type="checkbox"/> ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): Six years of water distribution maintenance and utility repair work.		

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
CDL (Class B, C, with air brakes)	Test	No	Yes, within 6 months
Pre-Supervisory Training	UW Extension or CVMIC	No	Yes, within 1 year
National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		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.): The City of West Allis will pay for certifications directly related to job duties.			
List preferred Education, Experience, Certification, Licensure or Training - SEE ATTACHED			

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

Screen / Interview Applicants	Yes	No	Provides Input
Hire / Promote Employees			X
Provide Written/Verbal Warnings			X
Suspend Employees			X
Terminate Employees			X
Prepare Work Schedules For Others	X		X
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others	X		
Counsel Employees		X	X

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.
³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Train Employees (As Part Of The Normal Duties Of The Job)							
Approve Overtime						X	
Approve Time Off Request For Others						X	
Develop / Implement Policies						X	
Direct supervision⁴ of any employees.	Number of FTEs and job titles of those employees listed below:					X	
Maintenance Repairer	Job Title						# of FTEs
Water Maintainer		10					
		2					

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
 F=Frequent (34 to 66% of time, 2.6 - 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to -	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Pull Objects or Materials of 10 - 50 Pounds					
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects				X	
Alternate Sit/Stand or Walk or Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.			X		
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				X	X
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.			X		
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					X
Crawling - Moving about on hands and knees or feet.			X		
Crouching - Bending body downward and forward by bending legs and spine.					
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.			X		
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm, as in gross manipulation.				X	
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.				X	
Gross Manipulation - Seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.				X	
Hearing Requirements				X	
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					X
Group or conference (in person)			X		
Telephone					X
Other sounds					X
Passing of hearing test required					X
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.					
Kneeling - Bending legs at knees to come to rest on knee(s)					
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object - usually by holding it in the hands or arms, but may occur on the shoulder.			X		
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of			X		

⁴ Section 111.70 (1)(c) Wis. Stats. defines a supervisor as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁵ <https://www.bls.gov/ncs/ors/physical.htm>

	Never	Seldom	Occasional	Frequent	Constant
computers					
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.				X	
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides.				X	
Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force				X	
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.				X	
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.				X	
Sitting - Remaining in a seated position.				X	
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.				X	
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles.				X	
Possess the capacity to effectively and efficiently work with/in the following conditions -					
Indoor/Office Work Environment			X		
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X		
Insects			X		
Rodents			X		
Exposure to Various Lighting Conditions (High, Low, LED, etc.)			X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X		
Outdoor Weather Conditions (Dry/Wet/Slippery)			X		
Hazardous Fumes or Odors / Toxic Chemicals		X			X
Confined Spaces (as identified by OSHA)			X		
Close Proximity to Moving Machinery / Equipment		X			
Bodily Fluids / Communicable Diseases					
Working Alongside Moving Traffic on Roads					
Electrical Hazards		X			
Vibrations		X			
Dust					
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.					X
Other:					
Tools Used (add as needed)	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Field Technology: Ipad/Laptop/Smartphone	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Microsoft Outlook	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Microsoft Word	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Microsoft Excel	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Microsoft Access	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Microsoft PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Adobe Acrobat Professional	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Legistar/Granicus	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
BP Logix	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
Novatime	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				
HTE/Sungard	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert (Intermediate)				

⁶ Basic - Fundamental knowledge of common usage; Intermediate - able to perform independently with occasional guidance a majority of tasks related to position; utilizes tools in the most efficient and effective manner on a regular basis; Advanced - able to perform independently all tasks related to position, consistently utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert - Recognized Authority, Go to person, able to teach others

Docuware (Document Management System)	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	(Basic)	
Neogov (Insight, Perform)	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	(Intermediate)	
CivicPlus (Internet, Intranet CMS)	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	(Intermediate)	
Internet	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	(Intermediate)	
Personal Vehicle	Maintain Wisconsin Driver's License.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City Vehicle	Maintain Wisconsin Driver's License.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		
Section 9 - Additional Comments			
Any additional information:			

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ 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. I understand that 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.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____
 DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____

Lead Person - DPW, Water Division

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES continued		
Expected Works Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
Fill in for outside personnel when needed.	N	5
Assign valve number, tap number, and hydrant number on all new water main construction jobs.	A	2
Year-end reports for Finance Department (how much new material installed in the year).	A	1
Consult on new water main planning.	N	5
Work overtime on emergency work.	N	15
Perform safety and quality audits of field staff.	A	10
Download main break and service leak information.	N	5
Order material for the Water Division.	N	5

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

List the desired knowledge, skills, and abilities needed to be successful in performing the position

Principles and practices of supervision, including employee selection and training. Principles and techniques of supervision, training, and evaluation. Materials, methods, tools, and equipment used in maintenance and repair work of water distribution system. Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance. Safety precautions and occupational hazards in the use of equipment; safe work methods and practices. Public contracting and contract management. Mathematical and related techniques used to estimate material needs and their costs.

SECTION 4 - JUDGMENTS / DECISION-MAKING continued

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Staffing shortage	Prioritize work in order of urgency	Staff, resources	Water Superintendent
Problems with new water main installation	Personnel knowledge, contractors	Staff, resources	Water Superintendent
Equipment breakdowns	Get fixed or find replacement	Repair shop, other divisions, rental companies	Water Superintendent
Water main breaks	Assess type of break	Staff, equipment	Water Superintendent
Water service leak	Assess type of leak	Staff, equipment	Water Superintendent

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED continued

Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Competent Person Training	CVMIC	No	Yes
Confined Space Entry	CVMIC	No	Yes
DNR Waterworks Operator License Subclass D (Distribution) grade T (Operator in Training)	State offered test	No	Yes, within 1 year