



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator 
RE: Department Request to Fill Vacant Position
DATE: September 29, 2017

Attached is Mike Lewis' request to fill the vacant position of Maintenance Repairer in the Department of Public Works, Fleet 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.

RG:jfw

cc: Mayor
HR Dept.
Mike Lewis
Dave Wepking
Jim Keu

ADM\Vacpos\VACPOSREQ MaintRpr.FleetDiv 100317



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

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: September 27, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Fleet Services Division. The position of Maintenance Repairer became vacant on June 9, 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
Jim Leu

h:\my documents\personnel\misc\victory 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

Position Title: Fleet Technician

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 06 / 09 / 2017

Person Replaced: Randy Victory

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: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

This position must be filled so the City's fleet of equipment is maintained in operational readiness and to make needed emergency repairs in a timely fashion thus avoiding staff downtime.

What will be the impacts on service functions to the public if the position is not filled? _____

Equipment may not be operationally ready to perform routine or emergency services.

What will be the impacts on service to city staff if the position is not filled? _____

Increased complaints from the public and elected officials that services are not being performed in a timely manner.

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

If position is eliminated a Mechanic, which is several pay grades higher, would need to complete the work usually done by this position.

How has this vacancy/need been covered so far? _____

Will fall further behind.

How many other similar positions exist in this department? 0

Requestor Information

Please Print: Michael Lewis Dir of PW/City Engineer Public Works
Name Title Department

Signature/Date: [Signature] 9/28/2017

Attached: Memorandum Current Position Description

CLASS TITLE: FLEET MAINTENANCE TECHNICIAN

DEPARTMENT: Public Works - Fleet Services Division

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

DEFINITION: This is manual and semi-skilled work in the servicing, maintenance and repair of diesel and gasoline engine powered equipment. Under the direction of the Fleet Services Superintendent or lead mechanic, a Fleet Maintenance Technician in the Fleet Services Division performs a variety of manual and semi-skilled duties in the servicing, maintenance, and minor repair of internal combustion equipment. The work ranges from servicing to assisting in repair and overhaul of power equipment, heavy and light trucks, construction equipment and automobiles. More difficult assignments are performed under the guidance of a skilled mechanic.

EXAMPLE OF DUTIES: Changes engine oil and other fluids as well as oil filters, fuel filters, and air filters on all equipment; lubricates trucks, automobiles, tractors, loaders, street sweepers, cranes, compressors, pumps and other engine powered equipment; inspects, adjusts and services air and hydraulic brake systems; drains and refills crankcases; inspects and services transmissions, rear axle differentials, universal joints, steering gears and radiators; assists with disassembly of units preparatory to repairing or overhauling; washes and cleans parts; assists in the assembly of units such as engines, transmissions, differentials, brakes, and front and rear axles; makes adjustments and minor repairs; maintains, repairs and replaces tires for the entire fleet (Department of Public Works and Fire Department); inspects and replaces batteries; fills motorized equipment with diesel fuel, gasoline, oil, water and anti-freeze solutions; inspects radiators, radiator hoses and heater hoses; replaces windshield wipers; inspects heating, cooling and ventilating systems; inspects and replaces defective lights; detects and reports the need for repair work observed in the course of preventive maintenance inspections; moves and parks motor vehicles; washes and cleans automotive equipment; performs garage custodial duties; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation; maintains prompt, predictable, 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 operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; and performs other duties as assigned.

QUALIFICATIONS:

A Fleet Maintenance Technician must be available to work nights, weekends, overtime and at odd hours when emergency conditions require such duty. This position requires solid work ethic, integrity, accountability, emotional intelligence, and initiative to effectively perform the duties of the position.

Education, Training and Experience:

High school graduate/equivalent (preferably completion of a trades course).

Two years of recent paid work experience in the servicing and/or general maintenance and repair of heavy diesel powered and automotive equipment; OR completion of an accredited full-time program in automotive mechanics or completion of an automotive mechanic's apprenticeship may be substituted for the required work experience on a year for year basis;

Familiar with the use of an office computer and software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Outlook), mobile devices such as an iPad, etc.

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

Licenses and Certificates:

Possession of a valid Wisconsin Drivers license and acceptable driving record per City policy.

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Possession and maintenance of a valid Wisconsin Commercial Driver's License (Class A with air brakes) and Tanker (N) Endorsement within six (6) months of appointment. Test material and on-the-job training provided.

Possess the ability to drive all pieces of City equipment and vehicles. On-the-job training provided by the City.

Forklift certified within six (6) months of appointment; training and certification provided by the City.

Knowledge, Skills and Abilities:

Good knowledge of the tools, equipment, materials, methods and practices used in the servicing and minor repair of diesel and gasoline powered equipment; skill in basic welding, good working knowledge of the routine servicing and preventive maintenance of motor vehicles; good knowledge of occupational hazards and safe work practices; possess a high degree of mechanical aptitude and ability to detect mechanical defects; skill and knowledge in the proper use and application of tools, technical diagnostic equipment, materials, methods and practices used in the automotive, truck and equipment trade; ability to multitask; ability to work independently and unsupervised; ability to present a professional image, positive attitude and clean, safe work area; ability to communicate clearly and concisely; ability to work well with others and provide assistance when needed; ability to understand and effectively carry out verbal and written instructions; willingness to learn and capacity for growth; 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 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 capacity to perform the duties of the position, including but not limited to, heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned), frequent lifting up to 20 lbs., occasional lifting up to 100 lbs., occasional lifting and/or maneuvering of vehicle components over 100 lbs. (use of mechanical lifting devices is required), and the ability to continuously stand, walk, lie on a creeper, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, enter and exit City truck, etc. Continuous dexterity in working overhead is required for this position.

Reference Chart:

ACTIVITY FREQUENCIES

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

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, vehicular traffic and/or dust.

Ability to withstand exposure to common rodents (mice) and insects (such spiders/maggots) and potential exposure to infectious agents.

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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.

This position 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.

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

City of West Allis

c 9-2017

Approved _____
Department Head Date

Approved _____
Division Head Date

Approved _____
Employee Date