



HUMAN RESOURCES DEPARTMENT
...benefitting others

414/302-8270
414/302-8275 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Audrey Key, HR Director 

RE: Department Request to Fill Vacant Position

DATE: July 31, 2014

Attached is Mike Lewis' request to fill a vacant Arborist position in the Department of Public Works, Forestry 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.

AK:jfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Mike Rushmer

ADM\Vacpos\VACPOSREQ ArboristForDiv 073114



RECEIVED
JUL 30 2014
CITY OF WEST ALLIS
HUMAN RESOURCES SERVICE

DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

414/302-8832
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westallswi.gov

MEMORANDUM

To: Audrey Key, Human Resources Director

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

Date: July 28, 2014

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Forestry Division in the position of Arborist. This position became vacant on July 28, 2014, when employment of the incumbent, Steve Suhaysik, was terminated.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Forestry Division Superintendent Mike Rushmer or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Mike Rushmer

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**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Arborist
2. Department/Division: Public Works/Forestry Division
3. Vacancy Date: July 28, 2014
4. Vacancy Reason: termination
5. a. What are the specific work responsibilities of the position?

- plants, trims, repairs, and maintains trees
- plants and maintains landscape beds on boulevards and at city owned buildings
- maintains turf on all city owned properties including buildings, boulevards and parks

- b. How many other such positions exist in this Department?

twelve

6. What are the reasons why the position must be filled?

The City has focused increased attention on upgrading its efforts in beautifying its streets through street tree plantings and landscaping of its boulevards. A reduction in staff would translate to reduced quality and quantity. In addition, the City's urban forest is maturing, requiring additional maintenance.

7. What will be the impacts on service functions if the position were not filled?

- a. Service to the public.

failure of the City to properly maintain its plant material may result in a similar reduction in residential property maintenance

- b. Service to staff.

increased complaints

8. What is the fiscal impact related to filling this vacancy?

2014 Arborist salary range \$21.69/hour to \$23.41/hour (schedule R)

9. Remarks/Comments:

Signature: 

Director of Public Works/City Engineer

Date: July 28, 2014