



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

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *RG*  
RE: Department Request to Fill Vacant Position  
DATE: August 31, 2016

Attached is Mike Lewis' request to fill the vacant position of Pumping Station Operator 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.  
Mike Lewis  
Dave Wepking  
Mark Jutrzonka  
Karyn Rittenhouse

ADM\Vacpos\VACPOSREQ PumpOprtr.WtrDiv 090616



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

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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: August 26, 2016  
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Water Division. The position of Pumping Station Operator became vacant when the incumbent, Larry Riley, retired. His last day of work was August 16, 2016.

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  
Mark Jutrzonka  
Karyn Rittenhouse

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## 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: Pumping Station Operator

Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: Aug. / 16 /2016

Person Replaced: Larry Riley

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: n/a

Funding Source: ☐ Operating ☐ Grant ☒ Other: Water Utility

Anticipated Date for Filling Position:        /        /20      

Is the position required for fiduciary, legal or compliance requirements? ☐ No ☒ Yes, describe: Assists to ensure distribution of water throughout the City is maintained at appropriate pressures and water quality is maintained. Department of Natural Resources requires an "Operator in Charge" who is licensed and certified.

Why is it necessary that this position be filled? What operational needs does this position fulfill? Responsible for the operation and day to day maintenance of the pumping station (Reservoir) and acts as "Operator in Charge" as required by the DNR.

What will be the impacts on service functions to the public if the position is not filled? The City could not legally distribute water to its customers.

What will be the impacts on service to city staff if the position is not filled? Division superintendent, which is vacant at this time due to retirement, would be required to operate the station which requires full time attention and therefore, could not act as Division Superintendent at same time.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Proposing combining two open positions (laborer and meter reader) into a maintenance repairer position that would reduce the amount of salary of approximately \$42,000 (not including benefits) within the division.

How has this vacancy/need been covered so far? Assistant Pumping Station Operator is temporarily filling in. Another employees are continuing to be trained as a temporary fill in for the Assistant Pumping Station Operator.

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: 

8 26 2016

Attached: ☒ Memorandum ☒ Current Position Description



## PUMPING STATION OPERATOR

**JOB SUMMARY:** This is skilled work in the operation of pumping station equipment which distributes processed water to residential, commercial, and industrial establishments.

**NATURE OF THE WORK:** Under general supervision, an employee in this classification functions as a leadperson and is responsible for the routine operation of the pumping station and the maintenance of the pumping station machines, equipment, and apparatus. While much of the duty is routine and the equipment automatic, there is considerable responsibility involved in the proper chlorination of water and bacteriological testing which requires extreme care. There is also some judgment involved in leveling peaks in connection with the wholesale purchase of water and maintaining proper water pressure.

**DUTIES:** Typical duties include: reads and interprets flowmeters, pressure and water level gauges to determine the need for regulating equipment to meet demand; opens and sets valves and controls by manipulating switches, levers, and wheels to start and operate motor-driven pumps that transfer water from and to reservoir tanks or processed water from intake mains to the City water distribution system; lubricates moving parts of machines, and makes repairs and adjustments to equipment and apparatus in order to maintain optimum operating efficiency; as leadperson, schedules, trains, and assigns the work of the assistant pumping station operator; writes reports and maintains various logs concerning output, utilization of equipment, consumption, rate of flow, pressure, and water level in the storage tanks; tests for residual chlorine content and adds chlorine when necessary; draws samples and makes bacteriological tests; keeps premises clean and orderly; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation; maintains prompt, predictable, and 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; performs other related work as assigned.

Employees are required to work nights, overtime, and at odd hours when emergency conditions require such duty.

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

Considerable knowledge of water pumping procedures and practices; considerable knowledge of motors, pumps, gauges, and recording apparatus used in a pumping station; considerable knowledge of occupational hazards and safe work practices pertinent to pumping station operation; some knowledge of standards tests performed on water samples; ability to operate, maintain, and repair a variety of pumping equipment; mechanical aptitude; ability to detect maladjustments and needed repairs to operating equipment; ability to maintain accurate and detailed records of operations and to prepare clear reports; ability to direct the work of others; demonstrated ability to promote innovation, operational excellence and continuous improvement.

### **MINIMUM REQUIREMENTS:**

High school graduate/equivalent.

Four years of recent paid work experience in mechanical maintenance work preferably some of which should include experience as an assistant operator or similar work which demonstrates exposure to pumping station procedures and practices.

Possession of a Grade-M-1 Certification as a Waterworks Operator issued by the Department of Natural Resources, State of Wisconsin.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Pumping Station Operator  
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Possession and maintenance of a Wisconsin Commercial Driver's License (Class B,C with air brakes) within 6 months of appointment.

Completion of CVMIC's Certificate in Supervision or equivalent coursework at the discretion of the Director of Public Works/Engineering.

**Physical Demands:** Possess the physical capacity to perform the duties of the position including, but not limited to, frequent lifting up to 20 lbs.; occasional lifting up to 70 lbs.; frequent lifting up to 100 lbs.; occasional very heavy lifting of 130 lbs. or greater with mechanical or second person assist; ability to wear a full body harness and climb a water tower; ability to occasionally work at heights 165 feet or greater from the ground; ability to identify and work in confined spaces; ability to enter into the reservoir pit; ability to continuously focus for long periods of time on projects or while working on computers; continuous arching of neck; ability to perform work from a ladder or scaffolding; ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, reach, push, pull, enter and exit City vehicles etc.; and frequent driving in variable and unfavorable weather conditions.

Reference Chart:

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

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.

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, rodents, insects, vehicular traffic, dust, and other hazards of the trade. The employee is required to react appropriately when hazards are identified.

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

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

Revised August 2016

Approved \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date