



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*


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City Hall  
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West Allis, Wisconsin 53214

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Positions

DATE: September 13, 2012

Attached is Mike Lewis' request to fill two vacant Maintenance Repairer positions in the Public Works-Building/Inventory and Electrical Services Division, Electrical Services Section.

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.

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis  
Tom Harmatys  
Doug Bartels

ADM\Vacpos\VACPOSREQ MainRpr ElecSect 091812



DEPARTMENT OF PUBLIC WORKS

**Michael G. Lewis**  
*Director*

**Thomas Harmatys**  
*Assistant Director*

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414/302-8889 (Fax)

Municipal Yards  
6300 West McGeoch Avenue  
West Allis, Wisconsin 53219

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## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works/City Engineer

Date: September 10, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill vacancies in the Building/Inventory and Electrical Services Division. The positions of Maintenance Repairer (Electrical Services Section) were vacated in October of 2011 when Robert Kodanko retired and in September of 2012 when Tom Dentice resigned.

If either of these positions is filled internally, it is my intention to fill any other vacancies that result. Either Electrical Services Superintendent Terry Meincke or I are available to answer any questions relative to the need to fill these positions.

cc: Tom Harmatys  
Doug Bartels  
Audrey Key

h:\my documents\personnel\misc\dentice and kodanko.vac

A handwritten signature in blue ink, appearing to be "Mike Lewis", is written over the bottom right portion of the page.

**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: Maintenance Repairer (Electrical)
2. Department/Division: Public Works/Building and Electrical Services Division
3. Vacancy Date: Oct. 2011, Sept. 2012
4. Vacancy Reason: retirement, resignation
5. a. What are the specific work responsibilities of the position?  
  
maintains, tests and makes repairs to the electrical infrastructure of the City, this includes traffic signals, street lighting and electrical systems in city buildings
- b. How many other such positions exist in this Department?  
  
two (2)
6. What are the reasons why the position must be filled?  
  
failures in the electrical system would increase as would the time required to repair or replace failed parts
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
  
street light circuits may be down for longer periods of time, traffic signal malfunctions will not be repaired as promptly. Both of which reduce safety in the City
  - b. Service to staff.  
  
increased complaints from residents
8. What is the fiscal impact related to filling this vacancy?  
  
salary range for Maintenance Repairer \$20.86/hour to \$22.51/hour (schedule R)
9. Remarks/Comments:

Signature:  Date: 09-11-2012  
Director of Public Works/City Engineer