



**Dave Wepking**  
Director  
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July 8, 2020

Mayor Devine and Members of the Common Council  
7525 West Greenfield Avenue  
West Allis, WI 53214

Honorable Mayor and Common Council Members:

Due to the recent hiring freeze and number of open positions the Department of Public Works currently has unfilled, I respectfully request permission to fill four vacancies out of the current 24 open positions within the department. All positions that are identified are budgeted for.

The Lead Carpenter position was recently vacated due to a retirement on June 1, 2020. I would like to reclassify/retitle this position to Tradesperson. The main job duties for this position are general trade maintenance for all City facilities and open spaces.

I would also request to fill two of the three Maintenance Repairer positions in the Sanitation and Street Division which are currently vacant. The main job duties for these positions are providing general maintenance to the city's infrastructure i.e. street maintenance, catch basin and sanitary sewer repairs/cleaning, snow plowing, concrete work and other functions.

Of the five vacant Crewmember positions in the Sanitation and Street Division I am requesting permission to fill one position at this time. The main job duties for this position are assisting with collection of refuse and recycling materials, assisting with street maintenance and repairs, snow plowing, etc.

I would also propose to fill the ongoing recruitment of our Maintenance Repairer/Boring Operator position in the Electrical Division with a candidate by underfilling as a Laborer in Training with the ability for that individual to be promoted to the Maintenance Repairer position after meeting all the minimum requirements for work knowledge and experience.

If you have any questions or desire further clarification please feel free to contact me.

Thank you for your consideration.

Sincerely,

Dave Wepking  
Director

cc: Public Works Committee members