



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 26, 2013

Attached is Mike Lewis' request to fill a vacant Sewer Maintainer position in the Department of Public Works Sanitation and Street 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.

PMZjfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Bruce Danowski



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Bruce Danowski
Superintendent
Sanitation & Street Division

414/302-8800
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: February 18, 2013

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Sewer Maintainer will be vacated February 28, 2013 when the incumbent, Bill Mosser, retires after working for the City for almost 30 years.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Bruce Danowski
Audrey Key

**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: Sewer Maintainer

2. Department/Division: Public Works/Sanitation and Street Division

3. Vacancy Date: Feb. 28, 2013

4. Vacancy Reason: retirement

5. a. What are the specific work responsibilities of the position?

cleans and maintains sanitary and storm sewers by removing roots, debris, and other refuse from clogged sewerlines; removes sewer residue and examines for evidence of breaks and measures approximate location of break; rods and flushes sewerlines; builds and repairs sewerlines, manholes, and catchbasins; backfills trenches; performs emergency work of all types including snow and ice control, snow plowing and removal, flood control (sanitary sewer pumping and creek ice removal); keeps daily records, assists in system map changes/updates; responds to sewer back up calls from the public; inspects construction projects

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

none

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

to ensure that the Department has adequate staffing to meet both routine and emergency operating needs

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

a. Service to the public.

services will take longer to be delivered to our customers

b. Service to staff.

increased citizen complaints

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

salary range \$22.82/hour to \$24.62/hour (2010 schedule R)

9. Remarks/Comments:

Signature:  Date: Feb. 18, 2013
Director of Public Works/City Engineer