



**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 Upcoming Vacant Position  
DATE: May 1, 2018

Attached is Dave Wepking's request to fill a vacant position of Truck Driver 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.

RG:jfw

cc: Mayor  
HR Dept.  
Dave Wepking  
Tim Last

ADM\Vacpos\VACPOSREQ TruckD 050118



**Dave Wepking**  
Interim Director of Public Works  
Department of Public Works  
414.302.8888  
dwepking@westalliswi.gov

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CITY OF WEST ALLIS  
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## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Dave Wepking, Interim Director of Public Works *DW*  
Date: April 16, 2018  
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 Truck Driver became vacant on March 30, 2018 when the incumbent resigned after 2½ weeks of employment with the City.

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  
Tim Last

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*[Handwritten initials]*



# 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 (San/Street Div) Position Title: Truck Driver

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 03 / 30 / 2018

Person Replaced: Juaz Cruz

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: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.

What will be the impacts on service functions to the public if the position is not filled? services will take longer to be delivered to our customers, i.e. snow plowing

What will be the impacts on service to city staff if the position is not filled? increased citizen complaints, slower response time

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) 2 Truck Driver positions have been eliminated from the 2018 budget

How has this vacancy/need been covered so far? vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 24

### Requestor Information

Please Print: Dave Wepking Interim Dir. of PW Public Works (San/Street Div)

Signature/Date: *Dave Wepking* Title 4 Department 16 / 18

Attached:  Memorandum  Current Position Description

**CLASS TITLE:** Truck Driver

**DEPARTMENT:** DPW/Engineering – Sanitation & Streets Division

**CLASSIFICATION and SALARY GRADE:** Non-Exempt – Classified Service, Grade D

**DEFINITION:** An employee in this classification within the Department of Public Works/Engineering, Sanitation & Streets Division operates various types of large, heavy GVW trucks and motorized vehicles and actively participates in the collection of refuse and recyclables if so assigned.

**EXAMPLES OF DUTIES:** manual lifting and loading of refuse and recyclables into collection vehicles; operates large trucks and other motorized vehicles with varied capacities applying knowledge of driving regulations and city streets; operates special purpose equipment; collects, hauls, and delivers a variety of materials, equipment, supplies, and waste products, such as combustible and non-combustible refuse, snow, ground, leaves, brush, sand, gravel, stone, and salt; loads and unloads trucks by hand or by use of mechanical devices such as hoists, pumps, lifts, loaders, and winches; performs emergency work of all types including snow plowing and removal, salt and sanding operations; assists with work on job sites, i.e. street repairs, clean out catch basins, tar kettle, construction, Vac-All operation; asphalt patchwork, tarring patchwork, spreading gravel, etc.; transports personnel to various destinations within the City; keeps simple records and makes reports; 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.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a City Truck Driver for which he/she is otherwise qualified; other duties may include, but are not limited to, general labor work; assisting residents with proper disposal, composting, or recycling of materials brought to the Municipal Yard site; general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned.

**QUALIFICATIONS:** must possess the emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties of this position. A City Truck Driver must be available to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty, including serving on occasional watch duty when assigned.

**Education, Training and Experience:**

High school graduate/equivalent.

Three years of recent paid work experience in the operation of trucks greater than 26,000 GVW; OR an equivalent combination of education/certification/training and driving experience to clearly demonstrate the background necessary to perform the type of work as listed under "Duties" may fulfill the 3-year minimum driving requirement.

Recent paid work experience in performing manual labor.

Familiarity in the use of an office computer/software including, but not limited to, Windows and Microsoft Office Applications (Word, Excel, Calendaring, Outlook); mobile devices such as an iPad, etc. is desirable.

Completion of the National Incident Management System's (NIMS) ICS-100 and 700 training within 6 months of appointment.

Licenses and Certificates:

Valid Wisconsin driver's license and acceptable driving record per City Policy.

Possession and maintenance of a valid Wisconsin Commercial Driver's License (Class B, C, with air brakes); Class A license is desirable.

Possession of Tanker (N) endorsement within 6 months of appointment.

Knowledge, Skills, and Abilities:

Good knowledge of the hazards and necessary safety precautions in performing manual labor; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to work without close supervision; good knowledge of the laws and regulations governing the operation of trucks; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to service vehicles and to make minor emergency road repairs and adjustments; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to, supervisors, employees, and the public; ability to understand and follow verbal and written instructions; ability to keep simple records and prepare reports; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Physical Job Demands:

Possess the physical ability to perform the duties of the position including, but not limited to, occasional heavy lifting (greater than 100 lbs.) with aides, and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.

Possess the physical capacity to perform light to heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including, but not limited to, the duties generalized below.

Reference Chart:

Activity Frequencies	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Asphalt Truck: continuous (8 hrs/day) lifting/shoveling up to 50 lbs.; continuous walking

Brush Collection/Yard Work: continuous lifting up to 20 lbs.; continuous walking

Dump Truck Driver: occasional to frequent lifting up to 20 lbs. in the spreading of gravel and in removing small concrete pieces and excess ground

Hook Truck: occasional pushing (greater than 100 lbs.) with aides when opening/closing the rear gate on the container

Recycling: continuous lifting up to 50 lbs.; continuous bending

Refuse Collection: continuous pushing, pulling, and bending; continuous lifting up to 100 lbs.

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake

Tar Kettle: continuous lifting up to 50 lbs.; occasional lifting up to 80 lbs. (block of tar) with assistance; occasional lifting up to 20 lbs. of barricades and traffic cones

Vac-All: continuous lifting up to 20 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins

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, vehicular traffic, and/or dust.

This 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.

CITY OF WEST ALLIS

c 10/2017

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date