



**DEPARTMENT OF BUILDING INSPECTIONS &
NEIGHBORHOOD SERVICES**

414/302-8400
414/302-8402 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

Honorable Mayor Dan Devine & Common Council Members
West Allis, Wisconsin

Subject: Request to fill upcoming Plumbing Inspector II Vacancy

Dear Mayor and Council Members:

This communication is a request for your approval to fill the position of Plumbing Inspector II in the Department of Building Inspections & Neighborhood Services. The position will be vacated upon the retirement of Mike Scherer on November 30, 2011, after 31.5 years of service to the City.

Attached to this communication is the required informational sheet that presents review information about the Plumbing Inspector Position.

Thank you for your attention to this matter.

Sincerely,

Ted Atkinson, Director
Dept. of Bldg. Insp. & Neighborhood Services
City of West Allis
phone: (414)302-8415
email: tatkinson@ci.west-allis.wi.us

cc: Paul Ziehler


Attn.
TA/cmr

**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:** Plumbing Inspector II
2. **Department/Division:** Building Inspections & Neighborhood Services
3. **Vacancy Date:** November 30, 2011
4. **Vacancy Reason:** Retirement
5.
 - a. **What are the specific work responsibilities of the position?**
To enforce and inspect for compliance of State and Local plumbing codes.
 - b. **How many other such positions exist in this Department?**
There are no other plumbing inspectors in the Department.
6. **What are the reasons why the position must be filled?**
State and local codes require permits and inspection of plumbing work. Inspection provides for a healthy and sanitary living environment.
7. **What will be the impacts on service functions if the position were not filled?**
 - a. **Service to the Public.** Records indicate the City issues approximately 800-900 plumbing permits per year which require inspection. Inspections require timely and sometimes immediate inspections within hours (i.e., open trenches). Also, plumbing permits need to be approved and issued daily. Property owner construction projects could be delayed. Plumbing Contractors would be without proper services.
 - b. **Service to the Staff.** The plumbing inspector averages over 2,100 inspections per year. The plumbing division is assisted by one clerical (+/- 50% time). A plumbing inspector is a required position. Staff could not manage Plumbing Inspector duties.
8. **What is the fiscal impact related to filling this vacancy?**
The Plumbing Inspector II salary range is \$57,428 to \$64,667 per year.
9. **Remarks/Comments:**
Currently, the budget allows for a part-time Plumbing Inspector who fills in during vacation and other periods. Additionally, Bob Johnson, Building Inspector II, who has plumbing journeyman certification, also fills in in a case of emergency and/or as necessary.

Signature: 

Date: October 13, 2011

Title: Director of Building Inspections & Neighborhood Services