



**Dave Wepking**  
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## MEMORANDUM

**TO:** Board of Public Works and Administration & Finance Committee

**FROM:** Dave Wepking, Director of Public Works

**DATE:** October 14, 2020

**SUBJECT:** Communication from Director of Public Works Promoting Don Molleson to Electrical Superintendent

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The Electrical Superintendent position became vacant in December 2019 when the incumbent in this position retired. Since January 2020 this position has been addressed on an interim basis by Don Molleson who was previously the lead person for the Electrical Division.

During this time, Mr. Molleson has performed those functions required by the Electrical Superintendent position and has continued the daily work operations of the division. Don has demonstrated a strong knowledge of the electrical system of the city, which is unique, due to the amount of high voltage street lighting we have and also has assisted with the coordination to low voltage circuitry. With this position, Don has been able to consistently address various contractor issues during various construction projects that cause interruptions in the City's electrical infrastructure and continue with the needed day-to-day operations.

The current position of Electrical Superintendent is budgeted and classified as an exempt position, category K in the City of West Allis Pay Plan.

The position of Electrical Superintendent is difficult and requires strong knowledge of the electrical code and the ability to trouble shoot and solve a variety of issues that are presented on a given work day. This position would be responsible for coordination of various electrical projects with the Engineering Department and continue the maintenance and repair of the City's electrical infrastructure. This includes street and alley lighting, traffic controls and signals, high voltage substations, responding to emergency knockdowns and/or circuit faults within the City's electrical system, coordinating high voltage to low voltage circuitry conversion with staff, building/facility wiring, purchasing of materials/equipment, budget preparation and supervising of personnel in the Electrical Division.

Mr. Molleson was hired with the City in June 2008 as a Maintenance Repairer (Electrical Division) and then received promotions to Electrical Mechanic I in November 2009 and again in August 2016 as an Electrical Mechanic II (Certified). Given his knowledge of the electrical infrastructure and strong work ethic, he was then promoted to Lead Electrician in 2018. When the Electrical Superintendent position was vacated he was selected to fill that position on an interim basis.

During his employment with the City, Don Molleson has demonstrated to be a very knowledgeable employee in his field. He is responsible and very forthright with his peers and staff. Don's knowledge in the electrical code and his historical knowledge of the City's electrical infrastructure are invaluable. Don has also completed the CVMIC Supervisory Certification program. Don is a



dependable and conscientious employee who has gone approximately 10 years without using a single sick day.

We look forward to working with Don and know he will do an excellent job for the Department and the City.

Sincerely,

Dave Wepking  
Director

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