



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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City Hall
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West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: August 7, 2012

Attached is Mike Lewis' request to fill a vacant Custodian II position as a Maintenance Repairer position in the Public Works-Building and Electrical Services 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
Tom Harmatys
Doug Bartels

ADM\Vacpos\VACPOSREQ MainRpr BldgElecDiv 080712



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

414/302-8832
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: July 26, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building and Electrical Division. Jerry Kutzner, a Custodian II, will retire after 20 years of employment with the City. I am requesting to fill this upcoming vacancy as a Maintenance Repairer.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Building and Sign Superintendent Doug Bartels or I are available to answer any questions relative to the need to fill these positions.

cc: Tom Harmatys
Doug Bartels
Audrey Key

h:\my documents\personnel\misc\kutzner.vac

**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: vacancy is Custodian II, request to fill as Maintenance Repairer

2. Department/Division: Public Works/Building and Electrical Division

3. Vacancy Date: August 10, 2012

4. Vacancy Reason: retirement

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

This is the "swing" custodian who fills in for other custodians, janitors and the park attendant during their absence or when additional help is needed. Custodian II normally functions as a Maintenance Repairer in the Building and Sign Section.

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

Custodian II - none
Maintenance Repairer - four

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

Not filling the position would result in buildings not being cleaned when the normal custodian is absent. It would also reduce our productivity in sign maintenance and striping of streets.

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

a. Service to the public.

There would be a highly visible impact at City Hall since it wouldn't get cleaned. To a lesser visible extent, the City Yards and various park buildings would not get cleaned. All of this would reflect poorly on the City.

b. Service to staff.

There would be increased complaints by users of the facilities who are not being provided a clean building.

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

salary range for Custodian is \$20.63/hour to \$22.37/hour (schedule R)
salary range for Maintenance Repairer \$20.86/hour to \$22.51/hour (schedule R)

9. Remarks/Comments:

Signature: _____

Director of Public Works/City Engineer

Date: 07-26-12