



Rebecca Grill
City Administrator
rgrill@westalliswi.gov
414.302.8294

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator
DATE: December 13, 2018
SUBJECT: Department Request to Fill Position

Attached is Dave Wepking's request to fill the 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 TruckDrvr SSDiv.121818



Dave Wepking
Director
Department of Public Works
dwekking@westalliswi.gov
414.302.8888

RECEIVED

DEC 07 2018

**CITY OF WEST ALLIS
CAO**

MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Dave Wepking, Director of Public Works
RE: Request to Fill Vacant Position
DATE: December 6, 2018

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Truck Driver will become vacant December 10, 2018 when the incumbent resigns.

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: T. Last

h:\my documents\personnel\misc\stafford vac



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: 12 / 10 /2018

Person Replaced: Kenya Stafford

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? 25 total - 2 vacant

Requestor Information

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

Signature/Date: *Dave Wepking* 12/17/18
Name Title Department

Attached: Memorandum Current Position Description



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION			
Class Title	DPW Sanitation & Street Crewperson	Department	Public Works
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) Service <input type="checkbox"/> Supervisory Professional <input type="checkbox"/> Confidential General Employee	<input type="checkbox"/> Managerial Service <input type="checkbox"/> Confidential General Employee	<input type="checkbox"/> Deputy/Assistant <input type="checkbox"/> General Employee
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	Supervisor Title	Sanitation Supervisor
HR Only	Working Title	Salary Grade -	FLSA Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<p>Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)</p> <p>Are you looking for a secure career that offers diversity in daily work assignments? If you like hands on manual labor and want to learn about how the Sanitation and Street Division contributes to the City and about the inner workings of the Sanitation and Street Division, this is a position for you!</p> <p>The primary duties of this position are light to heavy manual labor; collection of refuse, recycling, brush and special pickups; attendant for drop-off sites; operation of large trucks and motorized vehicles with varied capacities and special purpose equipment. Other duties may include but are not limited to: snow and ice operations, emergency work, hauling a variety of materials and other seasonal duties as needed such as crack filling, concrete and asphalt maintenance and repair, vac-all, assisting other divisions as needed.</p> <p>The ideal candidate for this position is a positive individual who is comfortable utilizing technology, is highly adaptable and responsive to the changing priorities of the department and City, is comfortable interacting with a wide variety of people including City employees and the public, and possesses the ability to remain calm and professional when dealing with challenging situations and people.</p>			
SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES			
<p>The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]</p>			
Expected Work Hours	Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
<input checked="" type="checkbox"/> Normal Business Hours (M-F, 7am-3 pm); but may work alternative schedules as required <input checked="" type="checkbox"/> Full-time salaried position ¹ <input type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:	Refuse/recycling and bulk collection, assists Municipal Yard Attendant Snow/ice operations Other duties as assigned/seasonal work	D 80% N 15% N 5%	
And other duties that from time to time may be required and assigned.		N	1

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative; sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical United	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills. Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.

- Recommend changes in procedures and processes to improve efficiency;
- Support initiatives such as strategic planning, LEAN, and innovation;
- Maintain prompt, predictable, and regular physical attendance;
- Provide truthful and accurate written and verbal communications;
- Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.

if checked the following are applicable to the position: maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; maintains the ability to travel throughout and enter all different properties in the jurisdiction

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)
 Good knowledge of the hazards and necessary safety precautions in performing manual labor and good knowledge of the laws and regulations governing the operation of trucks; 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 operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to understand and follow verbal and written instructions; ability to exercise sound judgment and make sound decisions; 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 keep simple records and prepare reports; 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 and continuous improvement.

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
SEE ATTACHED			

Job Specific

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
SEE ATTACHED		

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSE, TRAINING REQUIRED²

Less than High School High School/GED One Year Certificate Associate's Degree Bachelor's Degree Master's Degree

Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study.

Additional Information (e.g. specific coursework, etc.):

No Experience < 2 yr. 2 to 3 yrs. 4 to 5 yrs. 6 to 7 yrs. 8 to 9 yrs. 10 to 11 yrs. ≥ 12 yrs.

Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Valid WI CDL (class B, C, D with air brakes) Class A desirable all heavy equipment	DMV on the job training	X	
National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		X

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, Licensure or Training - One year of recent paid work experience in operation of trucks greater than 26,000 GVW.

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

Close Supervision: Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.

Supervision: Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

General Supervision: Normally receives little instruction on day-to-day work and receives general instructions on new assignments.

Direction: Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

General Direction: Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

	Yes	No	Provides Input
Screen / Interview Applicants			
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management		X	
Provide Work Direction For Others	X		
Evaluate Performance Of Others			X
Counsel Employees		X	

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Docuware (Document Management System)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert	X	
Neogov (Insight, Perform)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert		X
CivicPlus (Internet, Intranet CMS)	n/a	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert	X	
Internet		<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert		X
Personal Vehicle		Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
City Vehicle		Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		
		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		

Section 9 - Additional Comments

Any additional information: Daily challenges of our job require us to be able to adapt and adjust to any kind of condition. Mental and physical endurance is a must at all times.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ 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. I understand that 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.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____
 DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____

SECTION 4 – JUDGEMENTS AND DECISION MAKING continued

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Traffic	Road marked with barricades, safety cones, safety wear (vest/pants), self-awareness	Blocker truck, cones, barricades, reflective wear	Street Supervisor
Truck/equipment malfunction	Identify problem, notify, supervisor/fleet services	2-way radio	Fleet Supervisor/ Sanitation Supervisor
Weather/safety hazards-issues	Productivity effects, hydration, wear proper clothing (winter/rain/safety) for conditions	Proper gear available	Sanitation/Street Supervisor
Road/alley closures	Notify supervisor of situation, re-direct route for collection	2-way radio, write-up slips	Sanitation Supervisor
Citizens' complaints/irate residents	Inform supervisor, come to site, give info sheets	2-way radio, information sheets, write-up slips	Sanitation Supervisor

SECTION 5 – WORKING RELATIONSHIPS/INTERACTIONS/CONTACTS continued

Title of Individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Supervisor (Sanitation/Street)	Receive orders for the day, to be informed of any changes/alert of daily operations	To ensure productivity/completion of tasks
Co-worker (partner)	Communication/maintain a positive working environment	Resolve/prevent issues to ensure productivity
Public	Citizens that may approach with concerns/questions on the job site	To inform rules and regulations
Fleet Services	Alert mechanical issues on location for service via 2-way radio	To prevent further issues/damage