



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator 
RE: Department Request to Fill Vacant Position
DATE: June 19, 2018

Attached is Dave Wepking's request to fill the vacant position of Assistant Pumping Station Operator in the Department of Public Works, Water 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
Mike Brofka

ADM\Vacpos\VACPOSREQ AsstPumpStatOprr.WtrDiv 061918



Dave Wepking
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

To: Rebecca Grill, City Administrator
From: Dave Wepking, Director of Public Works *DW*
Date: June 11, 2018
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division. The position of Assistant Pumping Station Operator became vacant in July of 2017 when the incumbent retired.

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: Mike Brofka

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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 Position Title: Asst. Pumping Station Operator
 Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 07 / 07 / 20 17
 Person Replaced: Bob Andree
 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: Water Utility
 Anticipated Date for Filling Position: _____ / _____ / 20 _____



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
The Wisconsin Department of Natural Resources requires a licensed operator to take the required daily and monthly water samples.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
This position is responsible for quality testing of the City's water distribution system.

What will be the impacts on service functions to the public if the position is not filled? _____
We are required by state statutes to sample the water at different frequencies during the year. We draw certain samples daily and others on a monthly basis. We are also required to complete additional water quality samples per DNR requirements.

What will be the impacts on service to city staff if the position is not filled? _____
We are currently utilizing a maintenance repairer that has the required license. With this we have a vacancy as a Maintenance Repairer that is needed to maintain our distribution system

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
None. There needs to be one Operator in Charge available at all times to operate our pumping stations per. state statutes. When the Pumping Station Operator is not present, the Assistant Pumping Operator is the acting Operator in Charge.

How has this vacancy/need been covered so far? _____
The position is currently being covered by two different Maintenance Repairers that have the required credentials.

How many other similar positions exist in this department? 0



Requestor Information

Please Print: Dave Wepking, Director of Public Works Public Works
Name Title Department
 Signature/Date: *Dave Wepking* 6 11 18

Attached: Memorandum Current Position Description

CLASS TITLE: Assistant Pumping Station Operator

DEPARTMENT: Public Works/Engineering, Water Department

CLASSIFICATION and SALARY GRADE: Non-Exempt - Classified Service, Grade E

DEFINITION: This is manual and semi-skilled work in operation and maintenance of pumping station equipment and facilities in the Water Division of the Department of Public Works/Engineering.

EXAMPLES OF DUTIES: Typical duties include: Collect water samples from Water Utility facilities, designated sites in the water distribution system, private homes, businesses, or other locations using established procedures. Label and preserve samples according to standard procedures while maintaining sample integrity for a variety of sample types. Use and maintain portable instruments for water quality measurements. Perform field measurements for quality parameters including bacteria, lead and copper, chlorine, PH, and conductivity. Deliver or ship samples to local certified laboratories. Receive lab reports, and compare results with federal and state standards. Enter results into a database and report results to Pumping Station Operator and utility customers. Respond to water quality complaints, gather information, troubleshoot, test, and record results.

Perform daily monitoring of water supply facilities, equipment and instrumentation at the reservoir and remote sites for secure and proper operation. Accurately read, report and record data from a variety of analog and digital meters, gauges, controls, and, instrumentation. Compare readings to previous readings and identify problems in the operation of facility equipment. Inspect interior and exterior of assigned facilities to identify security, safety and general maintenance issues. Perform cleaning and restocking of assigned facilities. Assist with distribution system emergency maintenance when needed. Function as the systems Operator-In-Charge in relief of the Pumping Station Operator.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Assistant Pumping Station Operator; performs general maintenance and repair of City-owned buildings and surrounding grounds, etc.; 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; and performs other duties as assigned.

An Assistant Pump Station Operator must be available to work nights, weekends, overtime and at odd hours when emergency conditions require such duty and serve on rotational watch duty when assigned.

QUALIFICATIONS:

This position requires emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties.

Education, Training, and Experience

High school graduate/equivalent; three (3) years of recent paid work experience in performing street and/or sewer construction and maintenance

Competent 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 National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Licenses and Certificates

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possession of a valid Wisconsin Commercial Driver's License (Class B, C with airbrakes) within six (6) months of appointment.

Possession of Wisconsin DNR Waterworks Operator License Subclass D (Distribution) grade T (Operator in Training) upon hire.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of regulation standards and monitoring requirements under the federal Safe Drinking Water Act and applicable state laws. Knowledge of sampling techniques and procedures. Knowledge of laboratory principles, terminology, safety precautions, and equipment as they relate to water testing. Ability to follow standard water sampling and field analysis procedures and maintain sample integrity. Ability to use laboratory and sampling equipment. Ability to use equipment such as a propane torch and adjustable wrench for collecting proper samples. Ability to compare test results with established standards, and compile reports. Ability to inspect pumps and motors associated with pumping operations. Ability to perform simple mathematical computations. Ability to operate, maintain, and repair a variety of pumping station equipment. Ability to read and understand maps and as-built drawings. Ability to communicate orally and in writing. Ability to work independently and as part of a team. Ability to understand written and oral instructions. Ability to keep and transcribe complete and accurate records and data. 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 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. Recent work experience with the public is desirable.

Physical Job Demands:

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.

Possess the physical capacity to perform the duties of the position including but not limited to, 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.

Ability to work in confined spaces and wear a full body harness.

Ability to work off ladders and climb water towers.

Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned.

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.

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

Pickup Truck Driver: occasional sitting; frequent lifting up to 20 lbs.

Valve Keys: frequent lifting up to 20 lbs.

Tandem Dump Truck Driver: occasional lifting up to 100 lbs. of hydrant or hydrant head; frequent lifting up to 50 lbs. shoveling gravel, dirt, and carrying roadway box; occasional lifting up to 20 lbs.; occasional or frequent sitting depending upon amount of time spent driving

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

This position 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

Approved _____
Department Head Date

Approved _____
Superintendent Date

Approved _____
Employee Date