



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: November 15, 2017

Attached is Mike Lewis' request to fill the vacant position of Electrical Superintendent as the reclassified Electrical Engineer/Systems Maintenance Superintendent in the Department of Public Works, Building/Inventory and Electrical Division, Electrical Section.

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.
Mike Lewis
Dave Wepking
Dave Young

ADM\Vacpos\VACPOSREQ ElecS112117



Michael G. Lewis
Director of Public Works/City Engineer
Department of Public Works
414.302.8888
mlewis@westalliswi.gov

RECEIVED

NOV 10 2017

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: November 10, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/Inventory and Electrical Division, Electrical Section. The position of Electrical Superintendent became vacant June 2, 2017 when the incumbent retired. The Superintendent position was reclassified to include duties related to planning and designing street lighting resulting in the new title of Electrical Engineer/Systems Maintenance Superintendent.

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: Dave Wepking
Dave Young

h:\my documents\personnel\misc\brooks 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/Engineering Position Title: Elect Eng/Systems Maint Supt

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 06 / 02 / 20 17

Person Replaced: Al Brooks

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: asap / ____ / 20 ____

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: Ensures all electrical work is compliant to Wisconsin's electrical code.

Why is it necessary that this position be filled? What operational needs does this position fulfill? Plan and design street lighting and administer/direct work flow for the Electrical Division.

What will be the impacts on service functions to the public if the position is not filled? Provides electrical services to the public and to City departments. Electrical services would be reduced, thus impacting negatively to the public and City staff.

What will be the impacts on service to city staff if the position is not filled? No one in the Electrical Division is licensed to plan and design street lighting and the lead electrician would need to administer divisional activities. Electrical services to City staff would have negative impact.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) The position has been reclassified to include planning and designing street lighting duties and a Professional Engineer license.

How has this vacancy/need been covered so far? It has been filled by lead electrician.

How many other similar positions exist in this department? 0

Requestor Information

Please Print: Michael Lewis Dir. of PW/City Eng. Public Works/Engineering
Name Title Department

Signature/Date: [Signature] 11/10/2017

Attached: Memorandum Current Position Description

Handwritten initials/signature

CLASS TITLE: Electrical Engineer/Systems Maintenance Superintendent

DEPARTMENT: Public Works/Engineering, Building/Inventory & Electrical Services Division, Electrical Services Section

CLASSIFICATION AND SALARY GRADE: Exempt – Deputy/Assistant Service, Grade K

DEFINITION: Under general direction performs work of considerable difficulty in supervising all electrical construction, maintenance, and repairs throughout the City of West Allis.

EXAMPLES OF DUTIES: Plans and designs street lighting, including electrical circuit design, lighting unit selection and location, cable size and routing pipe and conduit installation, and field/site layout; prepares street lighting plans, cost estimates for preparation of RFP's related to area street/alley lighting projects, facility improvements and specialty lighting projects; coordinates street lighting construction with City and other public and private agencies and utilities; prepares resolutions and supporting documents required for design; coordinates contracting services for the installation of electrical services; plans, schedules, assigns, directs and troubleshoots all electrical construction, maintenance and repair of the following: street lighting, alley lighting, parking lot lighting, street lighting substations (high voltage), traffic signals and controls, alarms, and communication/data lines at City Hall, Municipal Yards, housing units, Library, Fire and Police Stations, Senior Center, Farmers' Market, water reservoir and towers, field houses, recreation areas, and the Health Department; coordinates digger's hotline services requests for private and public agencies; prepares design/layout of electrical projects, capital improvement projects, estimates cost, material, and personnel needs; interprets schematics and blueprints; prepares annual budget; participates in selection process and promotional or disciplinary actions involving subordinate employees; orders all materials and supplies; performs field supervision and inspections to evaluate progress of programs; prepares required reports and records; approves time-keeping records submitted by employees; advises employees on complex maintenance problems; confers with employees regarding complaints, problems, and safety practices; attends various training courses.

The Electrical Engineer/Systems Maintenance Superintendent 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; maintains ability to lawfully operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; performs other duties as assigned.

QUALIFICATIONS:

The Electrical Engineer/Systems Maintenance Superintendent must be able to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty. This position requires solid work ethic, integrity, initiative, accountability, and emotional intelligence to effectively perform the duties of the position.

Education, Training and Experience:

Bachelor's Degree in Electrical Engineering with coursework in power distribution systems.

Four (4) years recent related professional paid work experience including two at the supervisory level.

Competent in the use of an office computer/software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Access, Outlook) etc.

Experience working with ArcGIS system software, Keri door lock system, HTE, BP Logix, Houston Radar, and Microstation is desirable.

Completion of the National Incident Management System's (NIMS) ICS 100, 200, 700, and 800 training within 6 months of appointment.

Licenses and Certificates:

Certification as a Master Electrician with the State of Wisconsin.

Principles and Practice of Engineering (PE).

Valid Wisconsin driver's license and acceptable driving record per City Policy.

Valid Wisconsin Commercial Driver's License (Class B, C with airbrakes) is desirable.

Completion of CVMIC's Management Certification program or equivalent coursework at the discretion of the Director of Public Works.

Knowledge, Skills and Abilities:

Considerable knowledge of electrical codes and the installation and operation of a variety of electrical systems; considerable knowledge of safety practices and precautions; considerable knowledge of supervisory techniques; considerable knowledge of the principles and practices of safe and efficient use of tools and vehicles used in electrical construction, maintenance, and repair; considerable knowledge of construction and maintenance of 4800 volt substations and sophisticated traffic controls; ability to design and lay out electrical projects; considerable skill in interpreting schematics and blueprints.

Considerable skill in planning, directing, supervising, and evaluating electrical maintenance operations; solid problem-solving skills; ability to exercise sound judgment and make sound decisions; working skill in analyzing organizational and operational problems and developing timely, efficient, and economical solutions; considerable skill in the preparation and maintenance of clear, comprehensive, and accurate written reports and records; some knowledge of municipal operations; considerable skill in communicating clearly and concisely, both verbally and in writing; good skill in listening; good knowledge of computer applications and mobile devices such as an iPad; ability to quickly adapt and learn specialized software systems and databases; ability to multi-task in a fast paced environment; considerable knowledge of modern office methods, practices, and procedures; considerable skill in establishing and maintaining 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, coworkers, contractors, vendors, employees, and the public; good knowledge of staff selection and training; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Physical Demands:

Possess the physical capacity to perform the duties of the position including, but not limited to, frequent lifting up to 20 lbs.; occasional lifting up to 50 lbs.; ability to wear a safety harness; ability to comfortably work from ladders of various heights, scaffolding, and aerial lifts; ability to work from a bucket truck at heights up to 65 feet above ground level; ability to climb water towers at heights up to 100 feet above ground level, lifting body weight and equipment; ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, reach, push, pull, enter and exit City vehicles, etc.; continuous arching of neck; occasional driving in variable and unfavorable weather conditions, and the ability to continuously focus for long periods of time on projects or while working on computers.

Reference Chart:

| ACTIVITY FREQUENCIES | |
|-----------------------------|----------------------|
| Continuous | 67 – 100% of workday |
| Frequent | 34 – 66% of workday |
| Occasionally | 1 - 33% of workday |

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.

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,

rodents, insects, vehicular traffic, dust, and other hazards of the trade. The employee is required to react appropriately when hazards are identified.

This 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.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

c November, 2017

Approved _____
Department Head

Date

Approved _____
Employee

Date