



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

## 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 Brett Wollenzien to Fleet Services Superintendent

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The position of Fleet Services Superintendent became vacant in February 2020 when the incumbent in this position retired. Since February 2020 the position has been addressed on an interim basis by Brett Wollenzien who was the lead person for the Fleet Services Division at that time.

During this period, Mr. Wollenzien has performed those functions required by the Fleet Services Superintendent and has been assisting with our Capital Improvement Program for equipment replacement and budgetary requests for our proposed 2021 budget. His performance during this time has been very favorable and has demonstrated good personable skills to be able to work with staff and other City Departments. Due to Brett's favorable work performance, I respectfully request to receive permission to fill this position with Brett Wollenzien.

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

The position of Fleet Services Superintendent requires work of considerable knowledge directing the repair and maintenance of a variety of specialized equipment. This position maintains a preventative maintenance program of over 200 pieces of rolling stock and over 100 pieces of small engine equipment and maintains the equipment inventory identifying replacement of worn or obsolete equipment; consults with Public Works Divisions and provides assistance with purchasing specifications for new/pre-owned equipment. This position supervises eight employees (one Fleet Maintenance Technician, 6 Equipment Mechanics and a Lead Equipment Mechanic) and manages a budget near 1 million dollars.

Mr. Wollenzien was hired with the City on April 23, 2013 as a Maintenance Repairer in the Fleet Services Division. On November 17, 2014 Mr. Wollenzien was promoted to the Equipment Mechanic I position. This promotion increased his responsibility from preventative maintenance to trouble shooting and addressing non-scheduled mechanical concerns dealing with light-vehicles to all types of heavy duty equipment. On April 9, 2015 Mr. Wollenzien was promoted again to the Lead Equipment Mechanic to assist and coordinate work requests for all equipment mechanic positions within Fleet Services. In February 2020, Jim Leu retired as the Fleet Services Superintendent and Mr. Wollenzien was appointed as his replacement on an "Interim" basis. Since that time, Mr. Wollenzien has performed exceedingly well. He has demonstrated to be proficient in supervising and monitoring staff, coordinating work requests in a timely manner and working within the budgetary constraints for the Fleet Services Division. Brett has also excelled in the implementation of the new AssetWorks software where he is proficient and is able to troubleshoot various concerns his staff may have or offer input for improved workflows.



Brett has completed the CVMIC Supervisory Certification program. He is responsible and very forthright with his peers and staff and provides an efficient, well organized work ethic. Brett is also dependable and conscientious of his and his staff's work. He is going on 5 years without using a sick day.

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

Sincerely,

Dave Wepking  
Director

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