



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 Maintenance Repairer-Building and Sign in the Department of Public Works, Building/Inventory and Electrical 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
Cindy Rausch

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

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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
RE: Request to Fill Vacant Position
DATE: December 6, 2018

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/ Inventory and Electrical Division. The position of Maintenance Repairer-Building and Sign became vacant March 1, 2018 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: C. Rausch

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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 (Building & Sign) Position Title: Maintenance Repairer
Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 03 / 0 / 2018
Person Replaced: Mark Kreinus
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: _____
Responsible to install and maintain street signs, repair and maintain City owned buildings, set up signage and barricades for street closures, assist with snow removal at City buildings and grounds, assist skilled journey workers, and paint pavement line markings.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
To provide timely performance of duties listed in previous question

What will be the impacts on service functions to the public if the position is not filled? Poor condition or lack of street signs, disrepair and lack of cleanliness at City owned buildings, lack of signage and barricades for street closures, slippery conditions at City buildings and grounds, less timely response from skilled journey works, and poor visibility of pavement line markings.

What will be the impacts on service to city staff if the position is not filled? _____
Increased complaints due to items listed in previous question. Non-compliance to the Manual of Uniform Traffic Control Regulations.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
Master Plumber and Sign Painter (both high paid positions) not filled, having Maintenance Repairer position cover variety of assignments

How has this vacancy/need been covered so far? _____
request help from other division; use of light duty, seasonals and provisionals; work delayed - ie crosswalk painting

How many other similar positions exist in this department? 7 total - 3 are vacant

Requestor Information

Please Print: DAVID WERKUN Director of Public Works Public Works (Building & Sign)
Name Title Department
Signature/Date: David Werkun 12, 7, 18

Attached: Memorandum Current Position Description

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of West Allis
Job Title	Maintenance Repairer	Work Location	6300 W McGeoch Ave
Department	Public Works	Division	Building and Sign
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	N/A
Supervisor Name	Cindy Rausch	Supervisor Title	Building and Sign Superintendent-Interim

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (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]

Primary Duties

Primary Duties	Frequency	% of Annual Total Time
Signage for traffic control, lane or street closures, detours due to road construction, water main breaks, etc. (planned and emergency situations).	D	25
Install street, traffic, parking and other regulatory signs. Straighten and replace faded, rusty, or damaged signs. May include digging holes to place sign posts.	D	25
Maintain and repair City of West Allis owned buildings (approximately 25, including 13 family apartment buildings).	D	10
Set up for all city special events, such as parades, A La Carte, car shows, WI State Fair, National Night Out, Christmas displays and banners, etc.	N	10
Clean, maintain and repair the facilities, equipment and grounds at parks.	D	5
Custodial work at various city buildings.	D	5
Design and create signs as requested or needed.	N	5
Provide signage/ barricades/ flashers/ sandbags/ banners for city functions such as parades, special events, State Fair, voting, etc.	N	5
Paint crosswalk, center, safety zone parking and stop bar lines.	A	5
Inspection of fire extinguishers.	M	1
Remove snow/ ice from city properties, streets and sidewalks and salt as needed.	N	1
Perform minor carpentry, plumbing, HVAC and painting jobs to assist when needed.	N	1
Assist other departments with necessary tasks - snow plowing, wood chipping and street pot hole repair.	N	1
Assist in setup of machines, signage, etc. for elections.	N	.5
Remove graffiti from city structures.	N	.5

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Pickup truck, bucket truck, aerial lift truck, dump truck, snow plow, front-end loader, skid loader, scissor lift, garbage truck, line striping truck, floor sweeper, forklift, walk behind line striper, snow blower, weed trimmer, blower, carpet cleaner, burnisher, cordless drill, drill press, grinder, hammer drill, pipe cutter, chainsaw, banding equipment, pipe threader, tap and die set, steel banding tools, pressure washer, welder, concrete saw, jackhammer, dollies, furniture movers, sawz-all, compactor, computer, hole punch for signs, pneumatic sign roller, floor stripping machine, scanner, printer, FlexiExpert (sign software), roof rake, channel pounder (pneumatic or hand), chop saw, table saw, vinyl cutting machine

Digger's Hotline Remote Operations for locating utilities via computer (Remote Certification)

Work zone safety guide books for sign placement, device spacing, speed restrictions, etc.

Computer programs that identify underground cables, ducts, pipes, etc.

SECTION 4

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Work zone set-ups	Make as safe as possible	Work zone safety book	Lead person/ safety coordinator
Sign post placement	Hotline so we don't hit underground utility lines	Digger's Hotline	Lead person/ Engineering
Sign design and placement	Communicate with requestor (Engineering)	State Sign Chart	Lead person/ superintendent/ Engineering
Safely paint crosswalks and center lines	Do busiest areas at night	Safety lights/ trucks/ cones	Maintenance repairer/ lead person

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Superintendent	Work assignments, problems with jobs, schedule time off, benefits	Normal interaction
Lead person	Work assignments, problems with jobs	Normal interaction
Maintenance repairers	Coordinate job duties, troubleshoot	Normal interaction, safety, productivity
Temporary laborers	Give job direction, coordinate job duties	Normal interaction
General public	Help with problems, answer questions	Random interaction

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
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	
Train Employees (As Part Of The Normal Duties Of The Job)		X	
Approve Overtime			X
Approve Time Off Request For Others		X	
		X	

Bodily Fluids / Communicable Diseases				X	
Working Alongside Moving Traffic on Roads					X
Electrical Hazards				X	

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

Have to be knowledgeable in many aspect of your job, for example: "jack of all trades", construction, carpentry, equipment operator, painter, roofer, mechanical aptitude and signage for DOT traffic control.

It's a lot of very different things that we do; you need to be very versatile in both thinking and doing. Most times we are assigned a task and it's up to us to decide the best way to accomplish the task. You need to ALWAYS be watching out for traffic as we are in it often. You need to be able to go from one job to another at a moment's notice when an emergency situation arises.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9

SUPERVISOR INFORMATION

Supervisor Name	Cindy Rausch	Supervisor Title	Building and Sign Superintendent-Interim
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SECTION 10

EDUCATION REQUIRED FOR HIRE

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
X High School Education (or Equivalent)	General
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
Bachelor's Degree	
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):
 Must be medically able to wear a half-faced respirator.

SECTION 11

TOTAL EXPERIENCE REQUIRED UPON HIRE

No Experience	[Place an "X" in the appropriate cells]						
	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):
Two years of experience in general maintenance.

