



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *rg*
RE: Department Request to Fill Vacant Position
DATE: August 29, 2017

Attached is Mike Lewis' request to fill the vacant position of Maintenance Repairer 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.
Mike Lewis
Dave Wepking
Mike Brofka

ADM\Vacpos\VACPOSREQ MaintRpr.WtrDiv 090517



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

RECEIVED

AUG 28 2017

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: August 22, 2017
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 Maintenance Repairer became vacant on August 18, 2017 when the incumbent was terminated during his 6 month probationary period.

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
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/Engineering Position Title: Maintenance Repairer-Water
 Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 08 / 18 /20 17
 Person Replaced: Colton Giessel
 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: _____
Assist in maintenance of City's water system in accordance with the Department of Natural Resources and Public Service Commission rules.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
Maintaining fire hydrants including, but not limited to, flush and flow test required percentage annually. Valve turning per DNR requirement. Replacement of water laterals to maintain system.

What will be the impacts on service functions to the public if the position is not filled? _____
If turning valves, flushing hydrants to maintain water system, the quality control of the system will be reduced resulting in additional expenses.

What will be the impacts on service to city staff if the position is not filled? _____
More work and demands to staff when priorities will be addressed accordingly leaving other tasks potentially not serviced.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
Demands of the DNR and PSC require mandatory work to be annually completed (ex. - meter change outs, meter reading, flow testing, valve maintenance, assisting capital improvement projects, hot lining, etc.).

How has this vacancy/need been covered so far? _____
It hasn't been.

How many other similar positions exist in this department? 8 positions

Requestor Information

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

Signature/Date:  8 / 23 / 2017

Attached: Memorandum Current Position Description



MAINTENANCE REPAIRER (Water Division)

JOB SUMMARY: An employee in this classification within the Department of Public Works/Engineering, Water Division, performs manual and semi-skilled work involving installation, maintenance and repair of the municipal water distribution system and associated service functions, and records water consumption data from water meters located at residential, commercial, and industrial buildings.

NATURE OF THE WORK: A Maintenance Repairer typically serves on a repair or service crew performing various duties associated with the municipal water distribution system. In addition, this employee works with other employees engaged in water meter service activities when needed and may be responsible for the collection of data associated with City water consumption. Work assignments are given both orally and in writing. The employee is expected to perform normal work assignments fairly independently in accordance with established work procedures and departmental policies, though unusual or difficult work assignments may involve careful instruction and close supervisory review.

EXAMPLES OF DUTIES: Typical duties include: identifies and reports any physical defects in meters, leaks in mains, laterals, private pipes, meter connections, hydrants, or other irregularities in the distribution system; installs, repairs, or replaces water mains and services by cutting, fitting, laying, joining, caulking, cleaning and flushing the pipe; installs, repairs, adjusts, resets or replaces hydrants, curb stops, corporation stops and valves; drills and installs taps in the water mains with the use of a tapping machine to make connections under pressure; operates, services, and makes minor adjustments and repairs on the tools and equipment incidental to assigned tasks, such as adjusting a belt; installs, removes, and maintains water meters using common hand and power tools; troubleshoots on distribution and metering problems and performs other duties associated with the meter service shop as needed; locates and lays out size of holes to be dug to permit service connections and repairs, working from GIS, maps, drawings, and as-builts; may lead a small crew engaged in pavement cutting, excavating, laying pipe, installing services, and backfilling. Keeps simple records and makes reports such as time consumed, materials used, pavement involved and location of hydrant tap, curb box, size, depth, distance and type of service and so on; reads water meters and collects and records water consumption data on handheld processors; receives and records complaints from citizen consumers; 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.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Maintenance Repairer for which he/she is otherwise qualified; other duties may include, but are not limited to, general labor work, general maintenance and repair of City-owned buildings and surrounding grounds, etc.

A Maintenance Repairer may be assigned to either day or night shift duty and must be available to work nights, weekends, holidays, overtime and sometimes long and odd hours when emergency conditions require such duty, including serving on rotational watch duty when assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the methods, material, equipment, and techniques used in the installation, maintenance, and repair of mains and of services; good knowledge of the equipment and tools incidental to the assigned work and the ability to operate them; mechanical aptitude; good knowledge of trenching standards and proper use of shoring equipment; knowledge in the operation and maintenance of water meters; ability to perform data entry/computer operation; ability to make mathematical computations quickly and accurately; ability to keep accurate records and make reports; 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, coworkers, other employees and the public; good working knowledge of occupational hazards and safe working practices; ability to understand and effectively carry out verbal and written instructions; competent person training/knowledge is desirable; 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.

MINIMUM REQUIREMENTS: Graduation from high school, trade school, or equivalent; and, at least four (4) years of recent paid work experience in water distribution system maintenance and repair work. Recent customer service work experience is desirable.

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 air brakes) within six (6) months of appointment.

Familiarity in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook), mobile devices such as an iPad, etc. is desirable.

Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned; refer to duties generalized below); ability to perform continuous lifting up to 50 lbs., frequent lifting up to 100 lbs., and occasional heavy lifting over 100 lbs. with aids, frequent shoveling of mud; ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.

ACTIVITY FREQUENCIES

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

Air hammer: occasional lifting greater than 100 lbs. with aids

Concrete/Pipe Saws: occasional lifting up to 100 lbs.

Flow Tester: occasional lifting up to 50 lbs. in awkward positions

Front End Loaders: occasional sitting; occasional climbing into and out of the equipment

Meter Reading: continuous walking for long distances on uneven, slippery, or icy terrain

Pickup Truck Driver: occasional sitting; 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

Tapping Machine: occasional lifting up to 100 lbs.

Valve Keys: frequent lifting up to 20 lbs.

Valve Turner: occasional lifting up to 75 lbs.

Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes (this position is subject to cold, wet environments; the potential for exposure is great), odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust; potential for animal interactions including, but not limited to, dogs, cats, etc.

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 work nights, weekends, holidays, overtime, and sometimes long and odd hours when emergency conditions require such duties, and serve on rotational watch duty when assigned.

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.

CITY OF WEST ALLIS

Revised January, 2017

Approved _____
Department Head Date

Approved _____
Superintendent Date

Approved _____
Employee Date

LABORER (Maintenance Repairer-in-Training)
WATER DIVISION

JOB SUMMARY: This is light to heavy manual labor on a wide variety of tasks involving installation, maintenance and repair of the municipal water distribution system. Duties also include recording water consumption data from water meters at residential, commercial, and industrial buildings.

NATURE OF THE WORK: An employee in this entry level classification is involved in performing a variety of public works maintenance activities either independently or as part of a work crew. In addition, this employee works with other employees engaged in water meter service activities when needed and may be responsible for the collection of data associated with City water consumption. Work assignments are given both orally and in writing. The employee is expected to perform normal work assignments fairly independently in accordance with established work procedures and departmental policies, though unusual or difficult work assignments may involve careful instruction and close supervisory review. The work requires the agility, strength and stamina to perform heavy manual labor on a continuous basis and to withstand exposure to variable and unfavorable weather conditions. Employees may occasionally operate equipment/machines incidental to public works maintenance activities.

DUTIES: Typical duties include: breaks down and loads broken pavements, excavating, laying pipe, installing services, backfilling, and other related items; cleans beds of dump trucks and associated tools and equipment; digs holes and trenches and backfills; may use target saws, concrete saws, pipe saws, and cut pipes by hand; erects barricades; digs curb boxes; identifies and reports any physical defects in meters, leaks in mains, laterals, private pipes, meter connections, hydrants, or other irregularities in the distribution system; creates and maintains a variety of records and reports such as, but not limited to, time consumed, materials used, pavement involved and location of hydrant tap, curb box, size, depth, distance and type of service; reads water meters and collects and records water consumption data on handheld processors; receives and records complaints from citizen and business consumers; 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 janitorial tasks in shop areas and storerooms.

Under the direct oversight and supervision of Water Division staff trained and qualified in the performance of work involving the installation, maintenance and repair of the municipal water distribution system and associated service functions: installs, repairs, or replaces water mains and services by cutting, fitting, laying, joining, caulking, cleaning and flushing the pipe; installs, repairs, adjusts, resets or replaces hydrants, curb stops, corporation stops and valves; drills and installs taps in the water mains with the use of a tapping machine to make connections under pressure; operates, services, and makes minor adjustments and repairs on the tools and equipment incidental to assigned tasks, such as adjusting a belt; installs, removes, and maintains water meters using common hand and power tools; troubleshoots on distribution and metering problems and performs other duties associated with the meter service shop as needed; locates and lays out size of holes to be dug to permit service connections and repairs, working from GIS, maps, drawings, and as-builts; performs other duties as assigned.

A Laborer/Maintenance Repairer-in-Training may be assigned to either day or night shift duty and must be available to work nights, weekends, holidays, overtime and sometimes long and odd hours when emergency conditions require such duty, including serving on rotational watch duty when assigned.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Laborer/Maintenance Repairer-in-Training position for which he/she is otherwise qualified; other duties may include, but are not limited to, general maintenance and repair of City-owned buildings and surrounding grounds, etc.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of and skill in the use of common hand tools and other equipment (such as shovels, posthole diggers, hand busters); some knowledge of specific hazards and necessary safety precautions in performing manual labor; ability to understand and effectively carry out verbal and written instructions; ability to exercise judgment and make appropriate decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; familiarity with computer applications and mobile devices such as an iPad; ability to promote innovation, operational excellence and continuous improvement; ability to perform heavy manual work for extended periods of time; ability to walk long distances and to work outdoors in changing and unpleasant weather; ability to understand and follow oral and written instructions; 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, co-workers, other employees and the public.

MINIMUM REQUIREMENTS:

High school degree or equivalent.

Recent paid work experience performing light to heavy manual labor related to underground construction, factory, bindery work, press work, garage work, or certification or class work in maintenance repair. Customer service experience is desirable.

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

Ability to obtain a Commercial Driver's License (Class B,C with air brakes) within 6 months of appointment to the position.

Familiarity in the use of an office computer/software including, but not limited to Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook) and mobile devices such as iPad is desirable.

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 (this position is subject to cold, wet environments; the potential for exposure is great), odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust; potential for animal interactions including, but not limited to, dogs, cats, etc.

Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements dependent upon work assigned; refer to the duties generalized below); ability to perform continuous lifting up to 50 lbs., frequent lifting up to 100 lbs., and occasional heavy lifting over 100 lbs. with aids, frequent shoveling of mud; and 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.

Reference Chart:

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Tapping Machine: occasional lifting up to 100 lbs.

Valve Keys: frequent lifting up to 20 lbs.

Valve Turner: occasional lifting up to 75 lbs.

Ability to work nights, weekends, holidays, overtime, and sometimes long and odd hours when emergency conditions require such duties, and serve on rotational watch duty when assigned.

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.

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

Revised January, 2017

Approved _____
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