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## MEMORANDUM

TO: Board of Public Works

FROM: Michael Lewis, Director of Public Works/City Engineer  
Dave Wepking, Assistant Director of Public Works

DATE: October 27, 2016

RE: Communication from Director of Public Works/City Engineer and Assistant Director of Public Works Promoting Sara Diebitz to Sanitation Supervisor



With the recent promotion of Tim Last to the Department's Sanitation and Street Superintendent in July 2016, his previous position of Sanitation Supervisor was vacated. Recently, we completed an internal recruitment for the position of Sanitation Supervisor and are very excited to announce Sara Diebitz as the new Sanitation Supervisor.

Sara worked for the City beginning in 2001 as a seasonal employee within the Forestry Division. She continued to work as a seasonal until 2007 and also received her commercial driver's license during this time period. In 2007 she was hired full-time as a Sanitation Truck Driver and performed various tasks including but not limited to: collecting refuse and recycling, snow plowing, asphalt work, watch duty, etc. Given her excellent work ethic, she was requested to be a fill-in supervisor within the Sanitation Division. During her time as a fill-in supervisor you may have received various communications from her concerning your district. Sara has been filling in as a supervisor for the Sanitation Division the last 2-3 years and has done an excellent job. Sara has completed the Supervisory Certificate administered by Cities and Villages Mutual Insurance Company (CVMIC) as well.

The position of Sanitation Supervisor is responsible for the City's refuse and recycling collection of over 21,000 living units within the City along with the Public Works Yard Drop-Off site. Sara will continue supervising over 20 employees on a daily basis for these services and monitoring and scheduling the sanitation fleet as well. Enforcing the City's ordinances and refuse collection regulations will still be a top priority with Sara given her experience in monitoring and issuing citations. We believe Sara will continue the excellent job that Tim Last has done and will keep abreast of those concerns in a quick, efficient manner. Other major job responsibilities include assisting with flood, snow and ice control, responding to citizen inquiries and complaints, determining fees for special collections and materials collected by the Department, performing watch duty and assigning/directing personnel as necessary, etc.

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