



MEMORANDUM

City Administrator

Rebecca N. Grill

414/302-8294

414/302-8207 (Fax)

City Hall


7525 West Greenfield Avenue

West Allis, Wisconsin 53214

rgrill@westalliswi.gov

www.westalliswi.gov

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Positions

DATE: January 27, 2015

Attached is Mike Lewis' request to fill a vacant position of Lead Equipment Mechanic in the Department of Public Works, Fleet Services 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 Division
Mike Lewis
Dave Wepking
Jim Leu

ADM\Vacpos\VACPOSREQ EquipMech FleetDiv 020315



RECEIVED

JAN 20 2015

CITY OF WEST ALLIS
HUMAN RESOURCES/CIVIL SERVICE
GM 1-20-15

DEPARTMENT OF PUBLIC WORKS

Micheal G. Lewis
Director

James Leu
Superintendent
Fleet Services Division

414/302-8810
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westalliswi.gov

MEMORANDUM

To: Audrey Key, Human Resources Director

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: January 14, 2015

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Fleet Services Division in the position of Lead Equipment Mechanic. This position will become vacant effective January 27, 2015, when the incumbent, Jim Flanagan, resigns.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Fleet Services Superintendent Jim Leu or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Jim Leu

h:\my documents\personnel\misc\flanagan.vac

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Lead Equipment Mechanic
2. Department/Division: Public Works/Fleet Services Division
3. Vacancy Date: January 27, 2015
4. Vacancy Reason: resignation

5. a. What are the specific work responsibilities of the position?

Repairs and maintains all of the department's rolling equipment and fixed motorized equipment including both diesel and gas powered trucks, front end loaders, backhoes, refuse equipment, small engines, etc. Oversees, directs, and provides assistance to others engaged in such work.

- b. How many other such positions exist in this Department?

None.

6. What are the reasons why the position must be filled?

This position must be filled in order that the City's multi-million dollar fleet of equipment is maintained in operational readiness and to make needed emergency repairs in a timely fashion thus avoiding manpower downtime.

7. What will be the impacts on service functions if the position were not filled?

- a. Service to the public.

Equipment may not be operationally ready to perform routine or emergency services.

- b. Service to staff.

Increased complaints from the public and elected officials that services are not being performed in a timely manner.

8. What is the fiscal impact related to filling this vacancy?

2015 salary range for Lead Equipment Mechanic is \$28.15/hour to \$30.31/hour (schedule R)

9. Remarks/Comments:

Signature: 
Director of Public Works/City Engineer

Date: 1/19/2015