



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer  
Clerk/Treasurer*

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: September 4, 2012

Attached is Mike Lewis' request to fill an upcoming vacant position of Fleet Services Superintendent 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.

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis  
Tom Harmatys

ADM\Vacpos\VACPOSREQ FleetSrvesSuptd 090412



DEPARTMENT OF PUBLIC WORKS

**Michael G. Lewis**  
*Director*

**Thomas Harmatys**  
*Assistant Director*

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## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works/City Engineer

Date: August 13, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Fleet Services Division. The position of Fleet Services Superintendent will be vacated effective September 21, 2012 when the incumbent, Gordon Paprocki, retires after more than 32 years with the City.

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: Tom Harmatys  
Audrey Key

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

A handwritten signature in blue ink, likely belonging to Mike Lewis, the Director of Public Works/City Engineer.

**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: Fleet Services Superintendent
2. Department/Division: Public Works/Fleet Services Division
3. Vacancy Date: September 21, 2012
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?  
Administer and direct the activities of the Fleet Services Division
- b. How many other such positions exist in this Department?  
none
6. What are the reasons why the position must be filled?  
This is a division head position and is the only supervisor position in the division
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
Equipment availability would be reduced, thus impacting negatively on all services to the public
  - b. Service to staff.  
Lead Equipment Mechanic would have to administer divisional activities
8. What is the fiscal impact related to filling this vacancy?  
salary range for Fleet Services Superintendent is \$2,252.80 b/w to \$2,816.00 b/w
9. Remarks/Comments:

Signature:  Date: 08-13-2012  
Director of Public Works/City Engineer