



City Administrative Office
administration@westalliswi.gov
414.302.8292

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator
DATE: March 14, 2019
SUBJECT: Department Request to Fill Vacant Position

Attached is Dave Wepking's request to fill a vacant Electrical Mechanic position as a Utility Locate Technician 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
Dave Young

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

MEMORANDUM

RECEIVED

MAR 7 2019

**CITY OF WEST ALLIS
CAO**

TO: Rebecca Grill, City Administrator
FROM: Dave Wepking, Director of Public Works *DW*
RE: Request to Fill Vacant Position
DATE: March 7, 2019

The Department of Public Works is requesting permission to fill a vacancy in the Building/Inventory and Electrical Division. The position of Electrical Mechanic became vacant in October of 2017 when the incumbent resigned. Council approval was given in November of 2017 to fill this position as an Electrical Mechanic. After numerous unsuccessful recruitments, the position was not filled. The Department of Public Works reclassified this position to a lower classification to a Utility Locate Technician for the 2019 budget. That reclassification was approved through the 2019 budget process.

This position will address all mandated digger hotline requests that are received for our Water/Electrical Utilities throughout the City and locate them accordingly.

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 Young

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Request to Fill Position

Submit this form, a memorandum and current position description via email 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: DPW-Electrical Position Title: Utility Locate Technician

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: Oct. 2017 Person Replaced: Mark Schwacher

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: As soon as possible

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: State law requires the City to identify any and all utilities in the city's right-of-way when an agency/patron performs an excavation.

Why is it necessary that this position be filled? What operational needs does this position fulfill? Locates City's underground electrical and water utility lines.

What will be the impacts on service functions to the public if the position is not filled? Staffing would require a representative from both the Water and Electrical Divisions to adequately mark/identify their utility lines as requested from contractors/public are received by the timeframe required.

What will be the impacts on service to city staff if the position is not filled? Position is at a lower compensation level and if not filled would require another person at a higher wage rate to locate the underground utility line for electrical and water. Therefore, staffing would be redirected to fill this need.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) This position was downgraded from an Electrical Mechanic through approval of the 2019 budget process to a lower compensated position to identify both the water and electrical utilities.

How has this vacancy/need been covered so far? An employee from both the Water and Electrical Divisions are identifying the City's underground utilities.

How many other similar positions exist in this department? 0

Requestor Information

Name: Dave Wepking Title: Director Department: Public Works

Signature: *Dave Wepking*

Date: March 7, 2019

Attached: Memorandum Current JDQ



*Attach Additional Documentation if Necessary

RESET CA-102 v2.4/18

JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Utility Locator Technician	Department	Public Works	Division	Bldg/Inv and Elec
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Service <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee	<input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant	Work Location	<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Library <input type="checkbox"/> PW <input type="checkbox"/> Police	
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week _____	Supervisor Title	Electrical Superintendent		
HR Only	Working Title	Salary Grade -		FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

Are you an energetic, self motivated, detail oriented individual looking for a change? The City of West Allis is currently recruiting for the position of Utility Locator Technician in the Department of Public Works. The Utility Locator Technician identifies, locates and marks (paint-in or flag) city owned facilities within city limits. Utilities include: water, city communication cables, duct packages, traffic cables, street lighting cables, and electrical cables.

Work involves responsibility to perform field inspections to precisely locate City owned underground utilities. Under general supervision, receives all requests for utility location services that come into the City via email and printouts and is responsible for fulfilling all valid utility location requests within time requirements specified under Wisconsin Administrative Code. Work requires considerable public contact and requires independent judgment be exercised within the framework of established departmental procedures. As needed, employee will be subject to perform salt and plow operations when inclement weather occurs. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements which may be established by City rules or applicable policies and procedures.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
<input checked="" type="checkbox"/> Normal Business Hours (M-F, 7 am-3 pm); but may work alternative schedules as required <input type="checkbox"/> Full-time salaried position ¹		
<input checked="" type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:		
Locate city owned utilities/facilities within city limits	D	90
Document changes in field/documented utility locations	D	7
Snow and ice control (including but not limited to plowing and salting City streets, parking lots, City property)	N	3
And other duties that from time to time may be required and assigned.	N	1

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative; sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	<ul style="list-style-type: none"> Recommend changes in procedures and processes to improve efficiency; Support initiatives such as strategic planning, LEAN, and innovation; Maintain prompt, predictable, and regular physical attendance; Provide truthful and accurate written and verbal communications; Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.
	If checked the following are applicable to the position: <input type="checkbox"/> maintains the ability to competently and credibly testify in court; <input checked="" type="checkbox"/> maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; <input checked="" type="checkbox"/> maintains the ability to travel throughout and enter all different properties in the jurisdiction
Job Specific	<p>List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)</p> <p>Knowledge of construction and operation of the underground water, communication, traffic, lighting, and electrical systems</p> <p>Knowledge of underground facilities such as pipes, valves, fittings, meters, manholes, services, hand holes, light poles, utility poles, traffic cabinets</p> <p>Knowledge of the necessary precautions and awareness needed to prevent injury due to vehicular traffic, rough terrain, insects, heat and strenuous work in the field</p> <p>Knowledge of basic mathematics and field survey, including the ability to calculate depths</p> <p>Skill in the proper use, care and adjustment of electronic or manual utility locate equipment</p> <p>Skill in troubleshooting and resolving problems</p> <p>Ability to understand utility maps and construction drawings and determine dimensions from scaled drawings</p> <p>Ability to maintain accurate records, logs and reports and draw-out if necessary schematic sketches of underground pipe alignments</p>

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Utility not correctly documented on engineering plans	field locate (hook-up)	electronic locator	Electrical Lead
Heavy traffic at locate location	use traffic control/blocking	barricades/blocker vehicles	Electrical Lead
Multiple emergency locates due at the same time	call others to help locate	water/electrical staff	Superintendent

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
City Residents	explain and mark utility locates	explain to residents where ownership of water service ends/begins
Utility Contractors	mark utility locates	work with contractors on ongoing requests
Water/Electrical Lead	discuss priorities for locates/plan updates	to meet utility locate deadlines
Administrative Support Assistant	receive emergency locate requests during normal hours	to meet deadline of 1 hour emergency locate/relocate requests

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSE, TRAINING REQUIRED²

Less than High School High School/GED One Year Certificate Associate's Degree Bachelor's Degree Master's Degree

Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study:

No Experience < 2 yrs. 2 to 3 yrs. 4 to 5 yrs. 6 to 7 yrs. 8 to 9 yrs. 10 to 11 yrs. > 12 yrs.

Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

SEE ATTACHED

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Commercial Drivers License Class B/C with Air Brakes			x (within 6 months)
National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		X

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, License or Training –

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

Close Supervision: Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.

Supervision: Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

General Supervision: Normally receives little instruction on day-to-day work and receives general instructions on new assignments.

Direction: Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

General Direction: Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

	Yes	No	Provides Input
Screen / Interview Applicants			
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	

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Docuware (Document Management System)	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			
Neogov (Insight, Perform)	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			
CivicPlus (Internet, Intranet CMS)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X
Internet	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X
Personal Vehicle	Maintain Wisconsin Driver's License.			
City Vehicle	Maintain Wisconsin Driver's License.			
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			

Section 9 - Additional Comments

Any additional information:

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ 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. I understand that 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.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____

Utility Locator Technician - DPW. Building/Inventory and Electrical Division. Electrical Section

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES	
List the desired knowledge, skills, and abilities needed to be successful in performing the position	
Job Specific	<p>Ability to carry out written and oral instructions and work independently</p> <p>Ability to communicate clearly and concisely, orally and in writing</p> <p>Ability to establish and maintain effective working relationships with employees and customers</p>

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED continued	
Experience	<p>At least 2 years of related maintenance experience including reading and interpretation of construction drawings.</p> <p>At least 1 year of utility locating experience is preferred.</p> <p>An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.</p>