



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

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: November 2, 2017

Attached is Mike Lewis' request to fill the vacant position of Lead Inventory Services Specialist in the Department of Public Works, Building/Inventory and Electrical 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 Dept.
Mike Lewis
Dave Wepking

ADM\Vacpos\VACPOSREQ InvSrvcsSpec 110717



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

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CITY OF WEST ALLIS
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MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: October 25, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/Inventory and Electrical Services Division. The position of Lead Inventory Services Specialist became vacant on December 30, 2016 when the incumbent retired.

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

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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 Position Title: Lead Inventory Srv. Specialist

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 12 / 30 /2016

Person Replaced: Jim Shadow

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: _____ / _____ /20____

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
This position must be filled to keep City departments operating efficiently by supplying needed materials for their operation.

What will be the impacts on service functions to the public if the position is not filled? _____
This position provides mostly internal service to staff. Indirectly, the impact to the public would be City departments not operating efficiently because of not receiving needed materials.

What will be the impacts on service to city staff if the position is not filled? _____
Increased complaints from City staff and elected officials that services are not being performed in a timely manner.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
Evaluating potential possibility of Buyer position from Finance to Inventory.

How has this vacancy/need been covered so far? _____
Some assistance from other divisions.

How many other similar positions exist in this department? There is only one lead position in Inventory Services.

Requestor Information

Please Print: Michael Lewis Dir of PW/City Engineer Public Works
Name Title Department

Signature/Date: [Signature] 12/30/12

Attached: Memorandum Current Position Description

CLASS TITLE: Lead Inventory Services Specialist

DEPARTMENT: DPW/Engineering, Building/Inventory & Electrical Division

CLASSIFICATION and SALARY GRADE: Non-Exempt – Classified Service, Grade H

DEFINITION: An employee in this classification within the Department of Public Works/Engineering, Building/Inventory & Electrical Division – Building/Inventory Section performs manual and clerical work of a more complex nature in connection with the receipt, storage, and issuance of materials, tools, supplies, parts, and equipment.

EXAMPLES OF DUTIES: provides technical assistance and guidance to Inventory Services Specialist; receives, inspects and checks all incoming stock to verify conformance to specifications, and enters receipts on computer; processes work orders, Novatime and payroll; loads and unloads shipments; codes storeroom items, locates storage areas, and updates computerized inventory; issues tools, equipment, and supplies upon requisition; conducts periodic inventory audit; maintains transaction records and files; picks up stock at various vendors; expedites stock shortages through purchasing; advises appropriate personnel of receipt of non-inventory items for pick-up; may perform maintenance or routine repairs on stock items; conducts housekeeping activities in stock areas; maintains Underground Storage Tank (UST) system for fueling; 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 supervise and perform a variety of tasks outside of the duties of an Inventory Services Specialist for which he/she is otherwise qualified; other duties may include, but are not limited to, those of a lower classification, as well as general labor work, general maintenance and repair of City-owned buildings and surrounding grounds, etc.

QUALIFICATIONS: must possess emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties of this position. A Lead Inventory Services Specialist must be able to work nights, weekends, and odd hours when situations require such duty.

Education, Training and Experience:

Associate Degree in a business related field and at least four (4) years of recent paid warehouse work experience with a computerized inventory system, two (2) years of which must have been in a lead or supervisory capacity;

OR

High school graduate/equivalent and at least six (6) years of recent paid warehouse work experience with a computerized inventory system, two (2) years of which must have been in a lead or supervisory capacity;

OR

High school graduate/equivalent and at least six (6) years combined recent education/training and paid work experience broad enough to clearly indicate the required knowledge and experience/background necessary to perform the type of work as listed under "Duties".

Recent paid work experience in performing manual labor.

Proficient in the operation of material handling equipment, including but not limited to, forklifts, pallet jacks, hand trucks, and carts.

Competent in the use of computerized inventory control systems and office computers/software including, but not limited to, Windows and Microsoft Office Applications (Word, Excel, Outlook, Calendaring), etc.

Completion of the National Incident Management System's (NIMS) ICS-100 and 700 within 6 months of employment.

Completion of CVMIC's Pre-Supervisory Series, or equivalent program, within two (2) years of appointment.

Licenses and Certifications

Valid Wisconsin driver's license and acceptable driving record per City Policy.

Possession of a Commercial driver's license (Class B, C with airbrakes) within one year of appointment.

Possession of Class C Operator's certification of UST's endorsement within one year of employment.

Licensed forklift operator within one year of employment.

Knowledge, Skills and Abilities:

Considerable knowledge of procurement practices for truck and automotive parts; considerable knowledge of the methods and procedures used in the receipt, storage and issue of supplies, materials, tools and equipment; considerable knowledge of computerized inventory control systems and procedures; good knowledge of automotive and truck parts and the ability to procure same; ability to lift, move, and handle heavy objects; some knowledge of municipal operations; ability to understand and effectively carry out verbal and written instructions; ability to exercise sound judgment and make sound decisions; ability to maintain accurate records and files; good skills in listening; knowledge of computer applications and mobile devices such as an iPad; ability to quickly adapt and learn specialized software systems and databases; 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, vendors, supervisors, coworkers, and the public; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Physical Demands:

Possess the physical capacity to perform the duties of the position including, but not limited to, occasional sitting; continuous pushing, pulling, lifting, or carrying up to 20 lbs.; occasional lifting up to 100 lbs.; continuous standing and walking; occasional entering and exiting of a personal vehicle; continuous arching of neck; ability to continuously bend, kneel, twist, stoop, squat, reach, push, pull, climb, etc.; occasional driving in variable and unfavorable weather conditions; ability to operate small hand tools such as a screwdriver or pliers; the ability to continuously focus for long periods of time on projects or while working on computers; ability to operate and work from ladders. Ability to work from mobile scaffolds (ladder jacks), scissor lifts, forklift, and aerial lifts is desirable.

Reference Chart:

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

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, odors, toxic agents, noise, vibrations, electrical current, rodents, insects, vehicular traffic, dust, and other hazards of the trade. The employee is required to react appropriately when hazards are identified.

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.

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

c 7/2017

Approved _____	_____
Department Head	Date
Approved _____	_____
Employee	Date