



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2010-0154	Request	Introduced
<p>Communication from City Administrative Officer regarding request to fill the vacant position of Maintenance Repairer in the Building and Electrical Services Division.</p> <p>Introduced: 3/16/2010</p> <p>Controlling Body: Administration & Finance Committee</p>		

COMMITTEE RECOMMENDATION

approve + POB

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 16 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
			Weigel				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

Just Kopplin
 Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION

Approve + Placed on File

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 16 2010			Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		10			



CITY ADMINISTRATIVE OFFICE


PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214
pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 11, 2010

Attached is Mike Lewis' request to fill a vacant Maintenance Repairer position in the Building and Electrical Services Division.

According to our procedure for 2010, 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 MaintRpr BSDiv 031610



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

414/302-8832
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: March 4, 2010

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building and Sign Section of the Building and Electrical Services Division. The position of Maintenance Repairer will be vacant beginning March 8, 2010 when the incumbent, James Radtke, begins a position with the Library.

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

cc: Tom Harmatys
Audrey Key
Jane Barwick

h:\my documents\personnel\misc\radtke-j.vac

A handwritten signature in black ink, appearing to be "MGL", written over a light blue horizontal line.

**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: Maintenance Repairer
2. Department/Division: Public Works/Building and Sign Section
3. Vacancy Date: beginning March 8, 2010
4. Vacancy Reason: promotion to Custodian III-Library
5. a. What are the specific work responsibilities of the position?

Install and maintain street signs, maintain and repair City buildings and grounds, assist with snow removal at City buildings and grounds, assist skilled journey workers such as carpenters and plumber, remove graffiti, and paint pavement line markings.

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

Three such positions in the Building and Sign Section.

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

To provide timely performance of above listed duties.

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

-
-
-
-
-
-
-
- a. Service to the public.

Poor visibility of pavement line markings could lead to physical and property damage, poor maintenance of building infrastructure could result in failure of the systems and making them unusable or less than efficient.

-
-
-
-
-
-
-
-
- b. Service to staff.

Increased complaints.

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

Depending on who fills the position, the savings could be up to \$4,000 the first year.

-
-
-
-
-
-
-
-
-
-
9. Remarks/Comments:

Signature: 
Director of Public Works/City Engineer

Date: 3/5/2010