




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 Position
DATE: April 26, 2017

Attached is Mike Lewis' request to fill the vacant Carpenter position 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.
Mike Lewis
Dave Wepking
Paul Barwick

ADM\Vacpos\VACPOSREQ Carpenter.050217



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

RECEIVED

APR 14 2017

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: April 13, 2017
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Building/Inventory and Electrical Division, Electrical Section. The position of Carpenter became vacant January 2, 2017 when the incumbent, John Meier, resigned.

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
Paul Barwick

h:\my documents\personnel\misc\meier, j vac



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: Carpenter

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 01 / 02 / 2017

Person Replaced: John Meier

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: asap / ____ / 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? _____
It would be physically impossible for one carpenter to do all of the carpentry work associated with over twenty municipal buildings and senior housing.

What will be the impacts on service functions to the public if the position is not filled? _____
Public will witness deterioration of municipal buildings.

What will be the impacts on service to city staff if the position is not filled? _____
Increased complaints from municipal building occupants and senior housing tenants.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
Specialty job requiring the performance of specialty tasks.

How has this vacancy/need been covered so far? _____
Will fall further behind.

How many other similar positions exist in this department? 1

Requestor Information

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

Signature/Date:  4/12/2017

Attached: Memorandum Current Position Description

CARPENTER

JOB SUMMARY: This is skilled work employing a variety of tasks and practices associated with the carpentry trade.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of skilled work associated with the construction, installation, alteration and repair of various types of wooden articles, equipment and structures which involve hand, bench, maintenance, rough and finish carpentry tasks. Carpenters are engaged in work that is active and physically demanding, often involving a great deal of standing, lifting and climbing.

DUTIES: Typical duties include: erects, alters, replaces or removes interior and exterior trim work; fits and installs window frames, door frames, doors and partitions; lays, alters and replaces various types of flooring; constructs, alters or repairs articles such as shelves, cabinets, closets, counters, stools, benches, stands and bookcases; repairs pieces of furniture such as desks, chairs and tables; installs hardware such as hinges, catches, locks, drawer pulls, kickplates, soap and paper dispensers as well as holders and other similar equipment; searches for and repairs roof leaks; installs window shades, venetian blinds, curtain rods, window guards and fans; cuts and installs glass in windows, doors, cabinets and partitions; replaces damaged ceiling tile, floor tile, ceramic tile and sheet plastic wall coverings; performs masonry repairs, replaces glass block and brick; performs repairs to plaster and concrete; performs minor welding; performs general labor work such as moving furniture, desks and fixtures; snow plowing; 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; performs other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the tools, equipment, materials, standards and practices of the carpentry trade; considerable knowledge of the qualities, adaptability and uses of wood and hardware; considerable knowledge of the safety hazards of the trade and the precautionary measures to be taken against accidents; ability to read, interpret and work from plans, blueprints, sketches and similar drawings; ability to design, plan and lay out work; skill in the use of hand and power tools common to the trade; 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, supervisors, employees and the public; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence and continuous improvement. Recent work experience with the public is desirable.

MINIMUM QUALIFICATIONS:

Completion of an approved three-year apprenticeship for carpenter and two years of recent paid work experience as a maintenance carpenter;

OR

Five years of recent paid work experience in maintenance carpentry which would yield a background of knowledge and experience equivalent to the three-year apprenticeship and two years of work experience noted above.

Ability to work from ladders, scaffolding and aerial lifts from various heights.

Familiarity in the use of an office computer/software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Outlook), mobile devices such as an iPad, etc. is desirable.

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, vehicular traffic and/or dust.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possession of a valid Wisconsin Commercial Driver's License (Class B, C with air brakes) within six (6) months of appointment.

Completion of National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

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.

Possess the physical capacity to perform the duties of the position including, but not limited to, occasional very heavy lifting (greater than 100 lbs.) with aides, and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.

Possess the physical capacity to perform light to heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including but not limited to, the duties generalized below.

ACTIVITY FREQUENCIES

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

Tools of the Trade: Continuous lifting of 10 to 50 lbs. Occasional lifting 50 to 100 lbs.

Ability to work nights, weekends, holidays, overtime, and sometimes long and odd hours when emergency conditions require such duties, including serving on rotational watch duty when assigned.

This position 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.

CITY OF WEST ALLIS

Revised March 2017

Approved _____
Department Head Date _____

Approved _____
Superintendent Date _____

Approved _____
Employee Date _____