



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Vacant Position
DATE: August 31, 2016

Attached is Mike Lewis' request to fill the vacant position of Water Superintendent in the Department of Public Works, Water 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 WtrSuptd 090616



Michael G. Lewis
Director of Public Works/City Engineer
Engineering Department
414.302.8360
mlewis@westalliswi.gov

RECEIVED

AUG 23 2016

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Michael G. Lewis, Director of Public Works/City Engineer
Date: August 22, 2016
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division. The position of Water Superintendent became vacant when the incumbent, Dan Schwebke, retired on August 15, 2016.

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: Water Superintendent

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: Aug. / 15 / 2016

Person Replaced: Dan Schwebke

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: n/a

Funding Source: Operating Grant Other: Water Utility

Anticipated Date for Filling Position: / / 20

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

Coordinates the required reporting for the Department of Natural Resources i.e. cross connection report; consumer confidence report; sanitary survey of the City's water systems and monthly bacteria, lead and copper water testing - samples (70); Disinfection By-Product rule; Public Service Commission report detailing number of water service meters changed per year; Coordinates water billing for residential and commercial properties within the City.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

Overseeing and directing the operations of the Water Division including the water billing operations.

What will be the impacts on service functions to the public if the position is not filled? _____

If the above mentioned audits and City's water systems/infrastructure fail the above mentioned agencies would investigate cause and may disrupt water supply.

What will be the impacts on service to city staff if the position is not filled? _____

Coordination of the above mandated responsibilities would require to completed by other staff within the Department.

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

In 2004 supervisor position within the Water Division was eliminated. Currently, additional responsibilities relating to the City's water billing have been added to the Department of Public Works. This position would oversee the water billing; meter reading; water meter maintenance; field operations; City's water supply at the water reservoir, two water towers, etc.

How has this vacancy/need been covered so far? _____

Currently is not vacated.

How many other similar positions exist in this department? Zero

Requestor Information

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

Signature/Date: 8 / 22 / 2016

Attached: Memorandum Current Position Description

CLASS TITLE: Water System Superintendent

DEFINITION: Under general direction; performs work of considerable difficulty in directing and coordinating all water division activities, including office and field operations; oversees all customer service and billing functions; assists Director of Public Works/Engineering in the resolution of Departmental Administrative problems; performs related work as assigned.

EXAMPLES OF DUTIES: Plans, schedules and coordinates the work operations of the Water Division; assigns, directs and reviews the work of subordinates and evaluates their performance; keeps abreast of new trends and innovations in the field of water operations, maintenance, and laboratory analysis; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation; initiates or recommends personnel actions such as promotions, re-assignments, transfers, discharge and other disciplinary measures; maintains balanced work loads for all units of the division, shifting work for most effective operations; inspects for and corrects unsafe work practices, unsafe work conditions, and unsafe tools and equipment; investigates accidents; coordinates municipal water service and maintenance functions with other City offices; oversees customer service and water billing functions; provides technical assistance and consults with other departments on matters pertaining to water standards and maintenance; supervises and oversees compliance with federal, State and local water quality standards; receives, investigates and adjusts customer complaints; enters manholes; assists in the preparation and implementation of capital improvement programs to ensure the Water Distribution System will maintain long-term and stable operations and compliance with all federal and State regulations; participates in the preparation of the operations budget; estimates personnel and equipment needs for budgetary purposes and distributes supplies; supervises inventory and stockroom activities; supervises and assists in the maintenance and preparation of records; makes, studies and prepares reports; attends professional group meetings; 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.

MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's Degree and 3-5 yrs experience in public water or related field, OR high school graduate/equivalent and eight years of recent paid work experience in varied phases of Water Department operations, two of which are at the supervisory level.

Coursework in Civil Engineering desirable.

A valid Wisconsin Driver's License and good driving record per City policy.

Wisconsin Commercial Driver's License (Class B, C with air brakes) is desirable.

Possession and maintenance of Water Distribution License within six (6) months of appointment.

Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook, etc.), AutoCad or Arc View, and mobile devices such as an iPad.

Completion of CVMIC's Certificate in Management or equivalent coursework at the discretion of the Director of Public Works/Engineering.

WATER SYSTEM SUPERINTENDENT

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Knowledge and Skills: Comprehensive knowledge of the methods, practices and materials used in maintenance and operation of the Water Division facilities; some knowledge of the operations, maintenance and repair of the pumps and meters used in the Water Division operations; good knowledge of automated systems/applications; considerable knowledge of confined space entry; ability to wear a full body harness; considerable knowledge of occupational hazards and safe work practices; considerable knowledge of the hazards and precautions associated with trench work and water and sewer line construction; considerable skill in planning, assigning, training and supervising the work of others; knowledge of State and federal regulations involving installation and maintenance of water collection systems, water quality laws, water sampling methods and regulations; considerable skill in establishing program objectives and performance goals and assessing progress toward their achievement; considerable skill in policy and procedure development, implementation and review; considerable skill in accomplishing the quality and quantity of work expected within set limits of cost and time; good skill in budget preparation and fiscal management; working skill in analyzing organizational and operational problems and developing timely, efficient and economical solutions; ability to analyze water systems, identify problems and determine optimum solutions; ability to make accurate decisions in emergent situations where consequences of error could be costly; considerable skill in communicating effectively, both orally and in writing; considerable skill in establishing and maintaining effective working relationships with superiors, subordinates, employees, and the public; good knowledge of staff selection and training; considerable skill in maintaining accurate records and preparing clear and concise reports; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to quickly adapt and learn specialized software systems and databases; good knowledge of computer applications and mobile devices such as an IPad; demonstrated ability to promote innovation, operational excellence and continuous improvement.

Possess the emotional intelligence to effectively perform the duties of the position.

Physical Demands: Possess the physical capacity to perform the duties of the position including, but not limited to, frequent lifting up to 20 lbs.; occasional lifting up to 70 lbs.; frequent lifting up to 100 lbs.; occasional lifting of 130 lbs. or greater with mechanical or second person assist; ability to wear a full body harness and climb a water tower; ability to work at heights up to 175 feet above ground level; ability to enter into the reservoir pit; ability to continuously focus for long periods of time on projects or while working on computers; continuous arching of neck; ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, reach, push, pull, enter and exit City vehicles etc.; and occasional driving in variable and unfavorable weather conditions.

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.

Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty.

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.

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

Revised June 2016

Approved _____
Department Head Date _____

Approved _____
Employee Date _____