




**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: February 6, 2018

Attached is Peter Daniels' request to fill a vacant position of Civil Engineer in the Engineering Department.

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.  
Peter Daniels

ADM\Vacpos\VACPOSREQ ENG.CEng.020618



Peter C. Daniels  
Interim City Engineer  
Engineering Department  
414.302.8360  
pdaniels@westalliswi.gov

---

February 6, 2018

Rebecca Grill  
West Allis City Administrator  
7525 West Greenfield Avenue  
West Allis, WI 53214

Dear Ms. Grill,

I respectfully request that the Administration and Finance Committee give its permission to fill one full time Civil Engineer position in the Department of Engineering. This is a budgeted position and will replace the Professional Engineer, Robert Hutter, who was promoted to Principal Engineer on January 16, 2018. This position is being downgraded from a Professional Engineer, which is a Grade K position, to a Civil Engineer, which is a lower Grade I position. This position designs and prepares drawings, plans, estimates, and specifications for projects such as roadways, sanitary and storm sewers, water mains and other city infrastructure.

The retirement of both long time employees Joseph Burtch on October 31, 2017 and Mike Lewis on January 2, 2018 has created this opportunity to replace those much higher paid personnel with new lower paid personnel throughout the hierarchy of the Engineering Department.

Attached is the "Request to Fill Position" form for the Civil Engineer position which provides additional information about this request and this position. I am available to answer any questions you may have at any time. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Peter Daniels".

Peter Daniels, P.E.  
Interim City Engineer  
Engineering Department



# 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: Engineering Position Title: Civil Engineer

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 1 / 16 / 2018  
 Person Replaced: Robert Hutter

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: 4 / 1 / 2018

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_  
Designs, prepares drawings and inspects construction of sanitary sewer and storm sewer and water main which is regulated by the DNR and MMSD. DNR and MMSD rules also require inspection of all sanitary sewer construction.

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
Prepares designs, plans, details, estimates, reports and specifications for the new construction, reconstruction and maintenance of a variety of public works projects

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
The current replacement cycles for streets and sewers will continue to get worse. The City will not meet it's strategic outcome in the Strategic Plan of achieving a sustainable cycle of repairs for any of the City's infrastructure.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
Engineering Technicians will not receive adequate supervision and direction in designing and constructing the City's Capital Improvement Program.

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 is being downgraded from a Professional Engineer, which is a Grade K position, to a Civil Engineer, which is a lower Grade I position.

How has this vacancy/need been covered so far? \_\_\_\_\_  
Principal Engineer continues to perform his old job duties in addition to his new job duties as Principal Engineer.

How many other similar positions exist in this department? One

### Requestor Information

Please Print: Peter Daniels Interim City Engineer Engineering  
Name Title Department

Signature/Date:  1 / 24 / 2018

Attached:  Memorandum  Current Position Description



**CLASS TITLE: CIVIL ENGINEER**

**DEPARTMENT:** Engineering

**CLASSIFICATION and SALARY GRADE:** Exempt – Classified Service, Grade I

**DEFINITION:** Under general direction performs professional civil engineering work of considerable difficulty in the investigation, planning, design, development, research and control of public works projects. The Engineering Department is responsible for maintaining and constructing City streets, sewers, water main, drainage facilities, structures and other city infrastructure.

**EXAMPLES OF DUTIES:** Under general supervision, prepares a wide variety of scaled, detailed contract drawings and designs using field data and standard civil engineering methods; prepares drawings and plans of projects such as roadway, sidewalks, sanitary and storm sewers, water mains and other city infrastructure; prepares layouts and plots contours, topography, grades and cross-sections from field survey data.

Gathers and compiles data and prepares designs, plans, details, estimates, reports and specifications for the new construction, reconstruction and maintenance of a variety of public works projects; in connection with underground facilities, designs storm and sanitary sewers, establishes preliminary line and grade, computes quantities, ascertains drainage area and computes quantity of flow for designing storm & sanitary sewers and checks plans for clearance of existing sub-structures and proposed improvements; gathers and compiles field data for planning and construction of water main and general water plant facilities; in connection with roadway design, gathers and compiles field data for planning and construction of streets, sidewalks, parking lots and related facilities, prepares estimates, plans and specifications; prepares and reviews drawings, records and various reports which are required for engineering assignments; acts as construction engineer on assigned projects; trains new employees or temporary employees or cooperative education employees as part of the normal duties of the job; 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.

**QUALIFICATIONS:**

An Engineer may be required to work nights, overtime, weekends and odd hours when situations require such duty. An individual in this position is also required to drive his or her own vehicle on City business for which an automobile allowance is provided. Ability to be 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.

**Education, Training and Experience:**

Bachelor's Degree in Civil Engineering and at least one year of recent work experience in professional civil engineering. Experience must be broad enough to clearly indicate the required engineering knowledge and experience/background necessary to perform the type of work as listed under "Duties".

Ability to operate a CAD system in preparation of plans and maps.

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

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

Licenses and Certifications:

Registration as a Civil Engineer in Training in the State of Wisconsin.

Possession of a valid Wisconsin Driver's License and acceptable driving record per City Policy.

Knowledge, Skills, and Abilities:

Good knowledge of the theory and practice of engineering design, construction and surveying; good knowledge of general and engineering computer applications; skill in the use of surveying instruments and in the application of engineering theory to practical field and office problems; good skill in preparing and checking designs, details, estimates, plans and specifications of engineering projects; good skill in estimating, preparing plans and specifications for civil engineering projects; some ability to supervise subordinate personnel; ability to provide information on City infrastructure to the public and ability to answer questions from the public affected regarding City projects; ability to engage in continuous, active field work under variable and sometimes disagreeable weather conditions; ability to understand and effectively carry out verbal and written instructions; 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; knowledge of computer applications and mobile devices such as an iPad; 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, coworkers and the public; demonstrated ability to promote innovation, operational excellence and continuous improvement.

Physical Job Demands:

Possess the physical capacity to perform the duties of the position including, but not limited to, continuous heavy lifting up to 100 lbs.; occasional lifting up to 50 lbs.; ability to comfortably work from ladders of various heights, scaffolding, and aerial lifts; ability to work from a bucket truck at heights up to 65 feet above ground level; ability to climb water towers lifting body weight and equipment; and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

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, vehicular traffic, and/or dust.

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

December, 2017

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

Approved \_\_\_\_\_  
Department Head Date

Approved \_\_\_\_\_  
Employee Date