



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER

City Administrative Officer
Clerk/Treasurer

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 1, 2009

Attached is Mike Pertmer's request to fill an upcoming vacant position of Certified Equipment Mechanic in the Public Works Fleet Services Division.

According to our procedure for 2009, 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 Pertmer
Gordy Paprocki

ADM/CORR/VAC/POSREQ EQMech 1009



DEPARTMENT OF PUBLIC WORKS

Michael Pertmer
Director


414/302-8888
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

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MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Mike Pertmer, Director of Public Works 

Date: September 29, 2009

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Fleet Services Division. The position of Certified Equipment Mechanic will be vacated effective December 11, 2009 when the incumbent, Ronald Toppel, retires after more than 25 years with the City.

It is my intention to fill this position, and any other vacancies that might occur as a result of filling this position, internally. Either Fleet Services Superintendent Gordy Paprocki or I are available to answer any questions relative to the need to fill this position.

cc: Gordy Paprocki

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**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: Certified Equipment Mechanic I
2. Department/Division: Public Works/Fleet Services Division
3. Vacancy Date: December 11, 2009
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?

Repairs and maintains all of the department's rolling equipment and fixed motorized equipment including both diesel and gas powered trucks, front end loaders, backhoes, refuse equipment, small engines, etc.
- b. How many other such positions exist in this Department?

Seven (7).
6. What are the reasons why the position must be filled?

This position must be filled in order that the City's multi-million dollar fleet of equipment is maintained in operational readiness and to make needed emergency repairs in a timely fashion thus avoiding manpower downtime.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.

Equipment may not be operationally ready to perform routine or emergency services.
 - b. Service to staff.

Increased complaints from the public and elected officials that services are not being performed in a timely manner.
8. What is the fiscal impact related to filling this vacancy?

Approximately \$2,800 the first year.
9. Remarks/Comments:

Signature: Michael J. Pentney Date: 9-28-09

Title: Director of Public Works