



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

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *RG*  
RE: Department Request to Fill Vacant Position  
DATE: September 12, 2018

Attached is Dave Wepking's request to fill the vacant position of Water Maintainer 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.  
Dave Wepking  
Mike Brofka

ADM\Vacpos\VACPOSREQ WtrMaint.WtrDiv 091818



**Dave Wepking**  
Director of Public Works  
Department of Public Works  
414.302.8888  
dwepking@westalliswi.gov

RECEIVED

SEP 11 2018

CITY OF WEST ALLIS  
CAO

## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Dave Wepking, Director of Public Works *DW*  
Date: September 7, 2018  
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 Maintainer became vacant in January of 2018 when the incumbent 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: Mike Brofka

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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: Maintainer

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 02 / 09 / 2018

Person Replaced: Brandon Ottson

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: Water utility

Anticipated Date for Filling Position: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_  
Every excavation we complete requires a competent person in charge of the site for safety. The Maintainer oversees the crew and acts as the competent person.

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
This position is responsible for training new employees and also oversees the crews and acts as the competent person

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
Service will be slowed, especially during the winter months, when we experience high volumes of water main breaks. At certain times during the year, we have two crews working multiple main breaks.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
The other Maintainer will have to always act as the competent person for all excavations. If this person is not available after hours or on vacation, we will need a Maintenance Repairer to fill-in this position (with additional fill-in pay requirements).

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 already does everything that the lower position of Maintenance Repairer completes, along with the higher requirement of training new employees, oversee the crew and act as the competent person.

How has this vacancy/need been covered so far? \_\_\_\_\_  
The other Maintainer has worked a majority of the required excavations and when he isn't available, we have had Maintenance Repairers fill-in.

How many other similar positions exist in this department? one (1)

### Requestor Information

Please Print: Dave Wepking Director of Public Works Public Works Department

Signature/Date: *Dave Wepking* Title 9 / 11 / 18

Attached:  Memorandum  Current Position Description

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of West Allis
Job Title	Water Maintainer	Work Location	6300 W McGeoch Ave
Department	Public Works	Division	Water
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	N/A
Supervisor Name	Michael Brofka	Supervisor Title	Water Division Superintendent

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

#### Primary Duties

	Frequency	% of Annual Total Time
In charge of, and is part of, five person crew that repairs water mains, replaces valves, repairs water services, and replaced fire hydrants.	W	40
Operates, inspects, and documents preventative maintenance on system valves and hydrants.	W	30
Provides training to Water Division staff on assigned work tasks.	W	15
Locates leaks using electronic and traditional leak detection methods.	M	5
Coordinates pressure and bacteria testing on new water main for CIP projects.	M	3
Coordinates and notifies all residents on CIP water main shutoffs.	M	3
Performs flow tests on system hydrants.	M	4

## SECTION 3

### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Backhoe drilling, electronic leak detector, and iPad with ARC map software, Aqua Scan 610 leak correlator, Aqua Scope acoustic leak detector.

### SECTION 4

### JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Water main breaks	Assess the situation, determine how many citizens will be out of water, and fix	Experience, blue prints, Diggers Hotline	Leadperson and superintendent
Turning off water	Notify citizens/businesses	Blue prints, notification slips	
Safe water sample failure	Re-chlorinate and flush water	Reservoir tech	Superintendent
Pressure test failure	Assess situation and guide contractor to solution	Knowledge, contractor	

### SECTION 5

### WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City Contractors	Discuss best way to install underground utilities	Ease of installation
City Engineers/Technicians	Discuss best way to install underground utilities	Ease of installation on CIP projects
Maintenance Repairers	Supervise excavation	Best practices/safety on site
Superintendent	Discuss safety and best practices	Ensure safe and sanitary repair

### SECTION 6

### SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input



Carrying/Lifting > 40 Pounds						X
Sitting						X
Standing / Walking / Climbing					X	
Squatting/Crouching/Kneeling/Bending						X
Pushing / Pulling / Reaching Above Shoulder					X	
Work Environment						
Indoor/Office Work Environment			N/A			
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)						X
Outdoor Weather Conditions						X
Hazardous Fumes or Odors / Toxic Chemicals					X	
Confined Spaces (as identified by OSHA)					X	
Close Proximity to Moving Machinery / Equipment						X
Bodily Fluids / Communicable Diseases				X		
Working Alongside Moving Traffic on Roads						X
Electrical Hazards				X		

## SECTION 8

### ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:



**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

SUPERVISOR INFORMATION		
Supervisor Name	Michael Brofka	Supervisor Title
		Water Division Superintendent

**SECTION 10**

EDUCATION REQUIRED FOR HIRE	
Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
<b>X</b> High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
Bachelor's Degree	
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

**SECTION 11**

TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]					
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.      10 to 11 yrs.      ≥ 12 yrs.
			<b>X</b>		
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):					
<b>4 years of recent experience in water distribution system maintenance.</b>					



