



**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 Truck Driver in the Department of Public Works, Sanitation and Street 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  
TimLast

ADM\Vacpos\VACPOSREQ TruckDriver SSDiv 090616



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

---

## MEMORANDUM

---

To: Rebecca Grill, City Administrator  
From: Michael G. Lewis, Director of Public Works/City Engineer  
Date: August 9, 2016  
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Sanitation and Street Division. The position of Truck Driver became vacant when the incumbent, Robert Mane, resigned. His last day of work was July 29, 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  
Tim Last

h:\my documents\personnel\misc\mane 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/Engineering Position Title: Truck Driver  
 Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: 07 / 29 / 2016  
 Person Replaced: Robert Mane  
 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? \_\_\_\_\_  
operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
services will take longer to be delivered to our customers, i.e. snow plowing

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
increased citizen complaints, slower response time

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_  
7 Truck Driver positions will still be open after filling this vacancy

How has this vacancy/need been covered so far? \_\_\_\_\_  
vacancy has not been covered-will get behind in duties

How many other similar positions exist in this department? 19

### Requestor Information

Please Print: Michael Lewis Dir. of PW/City Eng. Public Works/Engineering  
 Signature/Date: [Signature] Title 8 / 9 / 2016 Department

Attached: ☒ Memorandum ☒ Current Position Description



## CITY TRUCK DRIVER

**JOB SUMMARY:** An employee in this classification within the Department of Public Works/Engineering, Sanitation & Streets Division operates various types of large, heavy GVW trucks and motorized vehicles and actively participates in the collection of refuse and recyclables if so assigned.

**NATURE OF THE WORK:** A City Truck Driver is responsible for the careful and safe operation of vehicles and their special purpose equipment to prevent injury to others and damage to property. This includes careful inspection of the vehicles such as tires, lights, brakes, gas, oil and water. These vehicles are driven in all kinds of weather, over streets and roads, through all kinds of traffic and through open fields and rough terrain depending upon the type of vehicle and purpose for which it is operated. In addition, a City Truck Driver performs heavy manual labor as assigned.

**DUTIES:** The primary duty for this position involves the manual lifting and loading of refuse and recyclables into collection vehicles. Other typical duties include: operates large trucks and other motorized vehicles with varied capacities applying knowledge of driving regulations and city streets; operates special purpose equipment; collects, hauls and delivers a variety of materials, equipment, supplies and waste products, such as combustible and non-combustible refuse, snow, ground, leaves, brush, sand, gravel, stone and salt; loads and unloads trucks by hand or by use of mechanical devices such as hoists, pumps, lifts, loaders and winches; performs emergency work of all types including snow plowing and removal, salt and sanding operations; assists with work on job sites, i.e. street repairs, construction, Vac-All operation; asphalt patchwork, tarring patchwork, spreading gravel, etc.; transports personnel to various destinations within the City; and keeps simple records and makes reports; 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.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a City Truck Driver for which he/she is otherwise qualified; other duties may include, but are not limited to, general labor work; assisting residents with proper disposal, composting, or recycling of materials brought to the Municipal Yard site; general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned.

A City Truck Driver must be available to work nights, weekends, overtime and at odd hours when emergency conditions require such duty, including serving on occasional watch duty when assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the hazards and necessary safety precautions in performing manual labor; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to work without close supervision. Good knowledge of the laws and regulations governing the operation of trucks; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to service vehicles and to make minor emergency road repairs and adjustments; ability to establish and maintain effective working relationships with supervisors, employees and the public; ability to understand and follow verbal and written instructions; ability to keep simple records and prepare reports; 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.

### **MINIMUM REQUIREMENTS:**

High school graduate/equivalent and one year of recent paid work experience in the operation of trucks greater than 26,000 GVW.

Possession and maintenance of a valid Wisconsin Commercial Driver's License (Class B, C, D with air brakes); Class A license is desirable.

Possession of Tanker (N) endorsement within 6 months of appointment.

## CITY TRUCK DRIVER

Page 2

Possess a good driving record per City policy.

Recent paid work experience in performing manual labor.

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

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, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, enter and exit City truck, etc.

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

Reference Chart:

### ACTIVITY FREQUENCIES

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

Asphalt Truck: continuous (8 hrs/day) lifting/shoveling up to 50 lbs.; continuous walking

Brush Collection/Yard Work: continuous lifting up to 20 lbs.; continuous walking

Dump Truck Driver: occasional to frequent lifting up to 20 lbs. in the spreading of gravel and in removing small concrete pieces and excess ground

Hook Truck: occasional pushing (greater than 100 lbs.) with aides when opening/closing the rear gate on the container

Recycling: continuous lifting up to 50 lbs.; continuous bending

Refuse Collection: continuous pushing, pulling and bending; continuous lifting up to 100 lbs.

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake

Tar Kettle: continuous lifting up to 50 lbs.; occasional lifting up to 80 lbs. (block of tar) with assistance; occasional lifting up to 20 lbs. of barricades and traffic cones

Vac-All: continuous lifting up to 20 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins

Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned.

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.

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 \_\_\_\_\_  
Division Head Date

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