



**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: August 31, 2016

Attached is Mike Lewis' request to fill an upcoming 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.  
Mike Lewis  
Dave Wepking  
Mark Jutrzonka  
Karyn Rittenhouse

ADM\Vacpos\VACPOSREQ WtrMaint. WtrDiv 090616



**Michael G. Lewis**  
Director of Public Works/City Engineer  
Department of Public Works  
414.302.8888  
mlewis@westalliswi.gov

## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Michael G. Lewis, Director of Public Works/City Engineer  
Date: August 26, 2016  
Subject: Request to Fill Vacant Position

A handwritten signature in blue ink, appearing to be "ML", located to the right of the "Subject" line.

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Water Division. The position of Water Maintainer will become vacant when the incumbent, Tim Kendall, retires. His last day of work will be September 2, 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  
Mark Jutrzonka  
Karyn Rittenhouse

h:\my documents\personnel\misc\kendall vac

A handwritten signature in black ink, appearing to be "yg", located at the bottom right of the page.



## 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 Maintainer

Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: Sep. / 2 / 20 16

Person Replaced: Tim Kendall

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: 09 / 05 / 20 16

Is the position required for fiduciary, legal or compliance requirements? ☐ No ☒ Yes, describe: Assists with the safe drinking water for the citizens of West Allis. Verifies maintenance work is in compliance with DNR, engineering and PSC.

Why is it necessary that this position be filled? What operational needs does this position fulfill? Serves as lead person directing and providing assistance to others engaged in the repair and maintenance of water distribution system including leak repairs, breaks, connections, valve repairs and replacement and hydrant maintenance.

What will be the impacts on service functions to the public if the position is not filled? Increased complaints due to service failures and time to repair or maintain water system for citizens.

What will be the impacts on service to city staff if the position is not filled? Increase in complaints and less personnel to address these concerns and maintain the City's water system.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Proposing combining two open positions (laborer and meter reader) into a maintenance repairer position that would reduce the amount of salary of approximately \$42,000 (not including benefits) within the division.

How has this vacancy/need been covered so far? Position is still filled.

How many other similar positions exist in this department? 1

### Requestor Information

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

Signature/Date: [Signature] 8 / 26 / 2016

Attached: ☒ Memorandum ☒ Current Position Description



## WATER MAINTAINER

**JOB SUMMARY:** This is responsible skilled work involving the maintenance and repair of the water distribution system.

**NATURE OF THE WORK:** Under general direction, an employee in this classification performs a variety of field related activities common to the skilled maintenance and repair work of a water distribution system. A person in this position directs and provides assistance to other employees engaged in related work. Work assignments are given both orally and in writing and the employee is expected to effectively carry out the work to completion.

**DUTIES:** Typical duties include: locates and repairs leaks and breaks in the mains, branches, connections, and services; lays out the location and size of hole to be excavated; contacts sewer, gas, electric, and telephone utilities to get exact location of underground services; determines which valves are to be turned off and the number and type of consumers who will require temporary water hook-ups; shuts off broken sections of mains; repairs or replaces all types of valves, curb boxes, and hydrants used in the system; installs repair sleeves and clamps on all types of pipes and joints; operates all the equipment and tools incidental to assigned work; instructs others in the standard methods and procedures used in maintenance and repair work; keeps records of time and materials; prepares reports of work completed; 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; works with contractors; performs other duties as assigned.

A Water Maintainer must be available to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty, and to serve on a rotational "watch duty".

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the methods, materials, equipment, and techniques used in the installation, maintenance, and repair of mains and services; good working knowledge of all sizes and types of water taps; good knowledge of the layout of the city; considerable knowledge of the occupational hazards and safe working practices including but not limited to proper shoring techniques and the ability to understand manufacturer's tabulated data; ability to read maps and plans of the water distribution system; ability to operate the tools and equipment incidental to the work; ability to keep records and make reports; ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions; ability to understand and effectively carry out verbal and written instructions; demonstrated ability to promote innovation, operational excellence and continuous improvement.

**MINIMUM REQUIREMENTS:** High school, trade school graduate/equivalent.

Four years of recent paid work experience in water distribution system maintenance and repair work.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possession and maintenance of a Wisconsin Commercial Driver's License (Class B,C with air brakes) within 6 months of appointment.

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

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 very heavy lifting of 130 lbs. or greater with mechanical or second person assist; ability to perform work from a ladder; 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 August 2016

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

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