




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: November 9, 2016

Attached is Mike Lewis' request to fill the vacant position of Engineering Technician IV in the Department of Public Works, Engineering 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
Joe Burtch

ADM\Vacpos\VACPOSREQ EngTech 111516



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

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OCT 31 2016

CITY OF WEST ALLIS
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MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Michael Lewis, Director of Public Works/City Engineer
DATE: October 27, 2016
SUBJECT: Request to Fill Vacant Position

The Department of Public Works/Engineering Division respectfully requests to fill a vacancy in the Engineering Department. The position of Engineering Technician IV became vacant on October 18, 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.



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: Engineering Technician IV

Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: 10 / 18 / 20 16

Person Replaced: Brian Block

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: _____

This position assists with Ordinance compliance.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

This position monitors all work done by private contractors/utilities within the city's ROW, provides support for the city's traffic and lighting programs, responds to requests for special parking needs, street signs, investigation of damage claims and many other duties.

What will be the impacts on service functions to the public if the position is not filled? _____

This position assures that work done in the right of way is completed to the city's standards to keep the public safe. Requests for special parking is crucial for those needing that service.

What will be the impacts on service to city staff if the position is not filled? _____

Engineering relies on this position to provide utility coordination, to gather traffic related data, to plan and prepare street lighting, and to ensure protection of the city's infrastructure within the right of ways.

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 covers a great deal of duties and requires a lot of coordination, organization, and field investigation. This work is done most efficiently when handled by a single person.

How has this vacancy/need been covered so far? _____

We have several people taking on some additional tasks and we have a growing backlog of work to be done. There is now significant delay to contractors in getting permits and special parking requests are currently on hold until we have staff available.

How many other similar positions exist in this department? None.

Requestor Information

Please Print: Michael Lewis

Dir. of PW/City Engineer

Engineering

Name

Title

Department

Signature/Date: _____

10 / 27 / 16

Attached: ☒ Memorandum ☒ Current Position Description

ENGINEERING TECHNICIAN—TRAFFIC AND UTILITY

JOB SUMMARY: This position is a highly technical, advanced, sub-professional civil engineering position which assists in the investigation, planning, design, development, inspection and control of public works projects involving traffic and street lighting functions, construction and utility coordination.

NATURE OF THE WORK: An employee in this classification is responsible for a significant phase of work in the Engineering Department involving the application of professional engineering skills and knowledge in the field and office, with major emphasis on CAD, traffic and street lighting projects, and utility company coordination. The employee is responsible for the enforcement of construction standards and specifications on City Right of Way, the investigation of claims against the City, the preparation and inspection of demolition contracts, the verification and inspection of various street, driveway and utility company permits issued by the Engineering Department, and for working closely with the railroad companies in order to assure properly maintained crossings. He or she is expected to proceed on his or her own volition following prescribed practices and procedures. The employee makes difficult investigations and computations. The work of this level of technician is distinguished from that of lower levels by its broader scope of responsibility and by the highly responsible nature of the work that lays the groundwork for the accomplishment of major departmental goals. The employee operates under general supervision of the Traffic and Lighting Engineer.

DUTIES: Typical duties include: operates a CAD and manipulates G.I.S. files to prepare a wide variety of scaled, detailed and complex engineering drawings; reviews utility plans; approves and inspects pole installations and street cuts made by public utility companies and plumbing contractors; verifies permits issued by the Engineering Department and conducts field inspections for compliance, including occupancy or excavation in public rights-of-way, sidewalk and driveway installations and replacements; investigates damage claims against the City and submits detailed reports to the City Attorney's Office; prepares plans and specifications for demolition contracts and inspects same; acts as liaison between environmental contractors and consultants retained to monitor the removal of hazardous materials; acts as liaison with railroad companies in the repairing of railroad crossings; may work in the field as a construction inspector or member of the survey crew; and performs other duties as assigned.

An Engineering Technician IV is required to drive his or her own vehicle on City business for which an automobile allowance is provided.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of CAD systems procedures, capabilities, and functions; thorough knowledge of public works construction techniques, materials and procedures; thorough knowledge of applicable codes, regulations and laws pertaining to public works construction and repair activities; ability to work from engineering plans and blueprints and to understand specifications; ability to establish and maintain effective working relationships with the general public, contractors, and other employees; ability to maintain accurate and complete records; ability to prepare clear and concise reports, and the ability to organize and work alone and to complete the work in a timely manner.

MINIMUM REQUIREMENTS: High School graduate or equivalent with at least three years of mathematics, and course work in CAD with some advanced training.

At least eight years of recent engineering field and office experience.

An Associate Degree in civil technology or civil engineering training from an accredited college or university (or may be substituted on an equivalent basis for experience).

Experience in computerized drafting.

Possession of a valid Wisconsin Motor Vehicle Operator's License.

Possess an acceptable driving record. Candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.

- Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
- No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
- No more than six (6) demerit points within the past 12 months.
- No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.

C. 8/1/01

Rev. 3/10