



DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

Commissioner / Director

Joe Parisi

County Executive

Phone: (608) 266-4261 ♦ FAX: (608) 266-4269

2302 Fish Hatchery Road ♦ Madison, Wisconsin 53713-2495

Gerald J. Mandli

TO: Chair and Members of the Personnel and Finance Committee

FROM: Gerald J. Mandli, Commissioner / Director

DATE: September 20, 2021

RE: Shop Crew Leader Position Vacant for More Than Six Months, Position #897

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Shop Crew Leader position (former Machinist Position) #897 for the Department of Public Works, Highway and Transportation was left unfilled for more than 6 months. There is now a need to fill this position.

What is the nature of the work or what is the essential function of the position?

Rebuild and fabricate parts using a variety of equipment. Assist other mechanics with diagnostics and determining required repairs. Assist the shop supervisor with duties including acting on his behalf in their absence.

How has this function been fulfilled without this position?

Duties were covered by other staff.

What will be the impact on the Department's function and mission if the position remains vacant?

The Highway Department will not have sufficient staff to cover mechanic, machinist and leader worker responsibilities.