



Village of Weston, Wisconsin

ATTENTION – NOTICE OF PUBLIC MEETING

- Meeting of: **HUMAN RESOURCES COMMITTEE**
- Members: **Wally Sparks [c], Kevin Ostrowski, Robin Hegg, Mark Porlier, Fred Schuster, and Barb Ermeling (ex-officio)**
- Date/Time: **Monday, October 1, 2018 @ 4:30 P.M.**
- Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**
- Agenda: **The agenda packet will be emailed out 3 days prior to the meeting, and posted on the Village website at www.westonwi.gov.**
- Attendance: **All Village officials are encouraged to attend. Human Resources Committee members and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.**
- Questions: **Sherry Weinkauf
<mailto:sweinkauf@westonwi.gov>
715-241-2613**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Human Resources Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

TO THE HONORABLE TRUSTEE SPARKS AND FOUR (4) APPOINTED MEMBERS OF THE HUMAN RESOURCES COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the Committee's next regular monthly meeting on **Monday, October 1, 2018 @ 4:30 p.m.** at the Weston Municipal Center's Board Room.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. No officials' actions other than those of the Human Resources Committee shall take place.

AGENDA ITEMS.

1. Call to Order & Welcome by Chairperson Sparks.
2. Roll Call by recording secretary.
3. [Approval of minutes from previous meeting: September 4, 2018](#)
4. Public comments.

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

5. [Acknowledge Land Development Review Services Audit](#)

EDUCATIONAL PRESENTATIONS & REPORTS.

- 6.

NEW BUSINESS.

7. [Approve Planning and Development Department Position Descriptions](#)
 - a. Director of Planning and Development (existing)
 - b. Assistant Planner (existing)
 - c. Economic Development Coordinator (new)
 - d. Building Inspector/Building Manager (existing)
 - e. Code Enforcement/Property Inspector (existing)
 - f. Planning/Environmental Technician (existing)
8. Update on Employee Review Process.
9. Employee Pay Matrix/Wage Comparables.
10. Finance Support Specialist position.

RESOLUTIONS & ORDINANCES.

FUTURE ITEMS.

11. Next meeting date: November 5, 2018
12. Topics for future meetings
13. Remarks from Staff
14. Remarks from Committee members.
15. Announcements

ADJOURNMENT

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE

Tuesday, September 4, 2018 @ 4:30 p.m.

1. **Call to Order & Welcome by Chairperson Sparks.**
Meeting called to order by Chairperson Sparks at 4:30 p.m.

2. **Roll Call by recording secretary.**

MEMBER	PRESENT
Sparks, Wally	YES
Ostrowski, Kevin	ABSENT/EXCUSED
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

Village staff and trustees in attendance: Keith Donner, Jennifer Higgins, Jenna Trittin, Renee Hodell, Sherry Weinkauf, Michael Wodalski, Jessica Falkowski, Jason Lenhard, Brad Mroczenski, Loren White, Mark Maloney & Jon Ziegler.

3. **Approval of minutes from previous meeting August 6, 2018.**

Motion by Porlier, second by Sparks to approve the minutes of August 6, 2018.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	--
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

4. **Public comments.**
No comments.

ACKNOWLEDGE

- 5.

EDUCATIONAL PRESENTATIONS & REPORTS.

6. **Result-based Wellness Presentation by Group Health Cooperative.**
Kayla Rose and Sarah Kulesa from Group Health discussed the benefits regarding the result-based program. They described it as similar to what the Village is doing now with the coaching and the biometrics screening where employees get rewarded for participating. The transition is looking to start in November 2018. Weinkauf reviewed the different incentive scenarios that were attached to the presentation material in the packet.

NEW BUSINESS

7. Recommendation to approve Result-based Wellness Program.

Motion by Porlier, second by Schuster to approve the results based wellness program using a 100 point system. If the employee earns the 100 points, they would contribute 10% of the total premium and employees who does not participate would continue to contribute 15% of the total premium.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	--
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

8. Finalize Attorney Yde comments, review proposed appearance language and recommended approval of the Employee Personnel Policies and Procedures Handbook.

Weinkauf talked about the tattoo language and the grievance sections in the Employee Personal Policies and Procedures. She discussed how Attorney Yde offered to put together an easier procedure to follow for grievances. She also explained the medical leave language as it relates to a payout of the bank in the case of an employee death.

Motion by Hegg, second by Porlier to approve the newly proposed tattoo language, have Attorney Yde work on a new grievance procedure, and change the medical leave bank language as it relates to an employee death.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	--
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

9. Update on Employee Review Process.

Weinkauf stated we purchased software at the start of the year. We want to get the process done by the end of 2018. Donner mentioned we are trying to not recreate the wheel at this time. Hegg stated to keep it as simple as we can.

10. Accept resignation of Sara Pinsonneault.

Weinkauf discussed how Pinsonneault was recruited back to the YMCA as they are expanding. She offered to work part time while we try to fill the position.

Motion by Schuster, second by Porlier to approve Pinsonneault's resignation for September 11, 2018.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	--
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

Motion by Porlier, second by Hegg to approve staff to create a proposed limited term employment agreement for Pinsonneault.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	--
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

11. Update on Organizational Chart.

Donner stated this is a work in progress. Between 2006 and 2017 there has been a loss of 4 employees in the Streets and Parks Departments. Donner talked about the organizational chart and the vacant positions. He would like to fill all the leads in the Utilities/Streets Department.. Donner also talked about new and vacant positions within the Village.

RESOLUTIONS & ORDINANCES.

FUTURE ITEMS.

12. Next regular meeting date: October 1, 2018.

13. Topics for future meetings.

a. Train the Trainer Program

14. Remarks from Staff.

Schuster would like to see staff members take a business writing course.

15. Remarks from Committee members.

16. Announcements.

ADJOURNMENT

Sparks adjourned the meeting at 5:45 p.m.

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – 10/01/2018
Description:	<i>Acknowledge Land Development Review Services Audit</i>
From:	Jennifer Higgins, Director of Planning & Development
Question:	Should the HR Committee acknowledge the final Land Development Review Services Audit (dated May 7, 2018) and begin implementation of some of the recommendations?

Background

At the request of the Board of Trustees, MDRoffers was hired to do a Land Development Services Audit on the Planning & Development Department. MDRoffers assembled a survey that was sent out to all applicants of development review services since the adoption of the March 2015 zoning code. There was also meetings scheduled with area business owners to discuss their experiences with staff and the new development review processes and regulations. The Plan Commission, Trustees and CDA Members were also interviewed along with staff for the audit. The draft document was presented to the Plan Commission on 12/11/17 and the Board on 3/19/18. The final document was received by staff in May 2018. The Plan Commission reviewed the final report at their May 14, 2018 meeting. The next steps are to have HR and the Board acknowledge the Audit and approve the updated Position Descriptions for members of the Planning & Development Team. You can access the Final Land Development Review Services Audit via this link:

<https://westonwi.gov/DocumentCenter/View/5953/180507-MDR-Land-Development-Review-Services-Audit>

Committee Action:	Plan Commission acknowledged the final report 5/14/18 Plan Commission and Village Board reviewed draft documents on 12/11/17 and 3/19/18 respectively.
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Fiscal Impact:	TBD based on level of implementation. Economic Development Coordinator position would be funded through the TIF.
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Recommendation:	Director Recommends acknowledging the Audit.
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Recommended Language for Official Action

I move to Acknowledge the *Land Development Review Services Audit*.

Are there additional reference documents which have been attached to this report?

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

Additional action:

Review and approval of the draft Position Descriptions for the following positions:

- Director of Planning and Development (existing)
- Assistant Planner (existing)
- Economic Development Coordinator (new)
- Building Inspector/Building Manager (existing)
- Code Enforcement/Property Inspector (existing)
- Planning/Environmental Technician (existing)

Are there additional reference documents which have been attached to this report?

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – 10/01/2018
Description:	Approve Planning and Development Department Position Descriptions
From:	Jennifer Higgins, Director of Planning & Development
Question:	Should the HR Committee approve the updated/new position descriptions for the Planning and Development Department Staff?

Background

At the request of the Board of Trustees, MDROffers was hired to do a Land Development Services Audit on the Planning & Development Department and revise the Department's position descriptions to bring them in line with what staff is and should be working on for the Department in the future. The results of this Audit can be found via this link <https://westonwi.gov/DocumentCenter/View/5953/180507-MDR-Land-Development-Review-Services-Audit>

A finding of the Audit was the significant workload of those involved in land development review and economic development may be resulting in difficulty in achieving village priorities and other recommendations in this audit, morale issues, burnout, and real or perceived conflicts in staff roles. These may occur, for example, when an economic development proposal meets with neighborhood resistance. The Recommendation from the Audit was to a) Create a new Economic Development Coordinator position within the Planning & Development Department (see Appx. D). Transition most current economic development staffing functions to this new position and b) Implement other recommended adjustments to position descriptions referenced in Appx. D.

Following a meeting Department Directors had with the Board of Trustees (BOT) following the resignation of the Village Administrator, the BOT authorized the hiring of this position at a meeting on 8/20/18 to assist the Planning & Development Director with the ED functions of the Village and create a Business Retention/Attraction Program which currently does not formally exist.

Committee Action:	No committee action has been taken on the revised/new Position Descriptions. Plan Commission acknowledged the final audit report on 5/14/18. The Village Board authorized the hiring of the ED Coordinator Position at their 8/20/18 meeting. The position description needs to be approved so the job can be posted and filled.
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Fiscal Impact:	Economic Development Coordinator position would be funded through the TIF.
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Are there additional reference documents which have been attached to this report?

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

Recommendation: Director Recommends approving the proposed position descriptions for all 6 positions within the Planning and Development Department as presented.

Recommended Language for Official Action

I move to Approve the revised Position Descriptions for the

- **Director of Planning and Development (existing)**
- **Assistant Planner (existing)**
- **Building Inspector/Building Manager (existing)**
- **Code Enforcement/Property Inspector (existing)**
- **Planning/Environmental Technician (existing)**

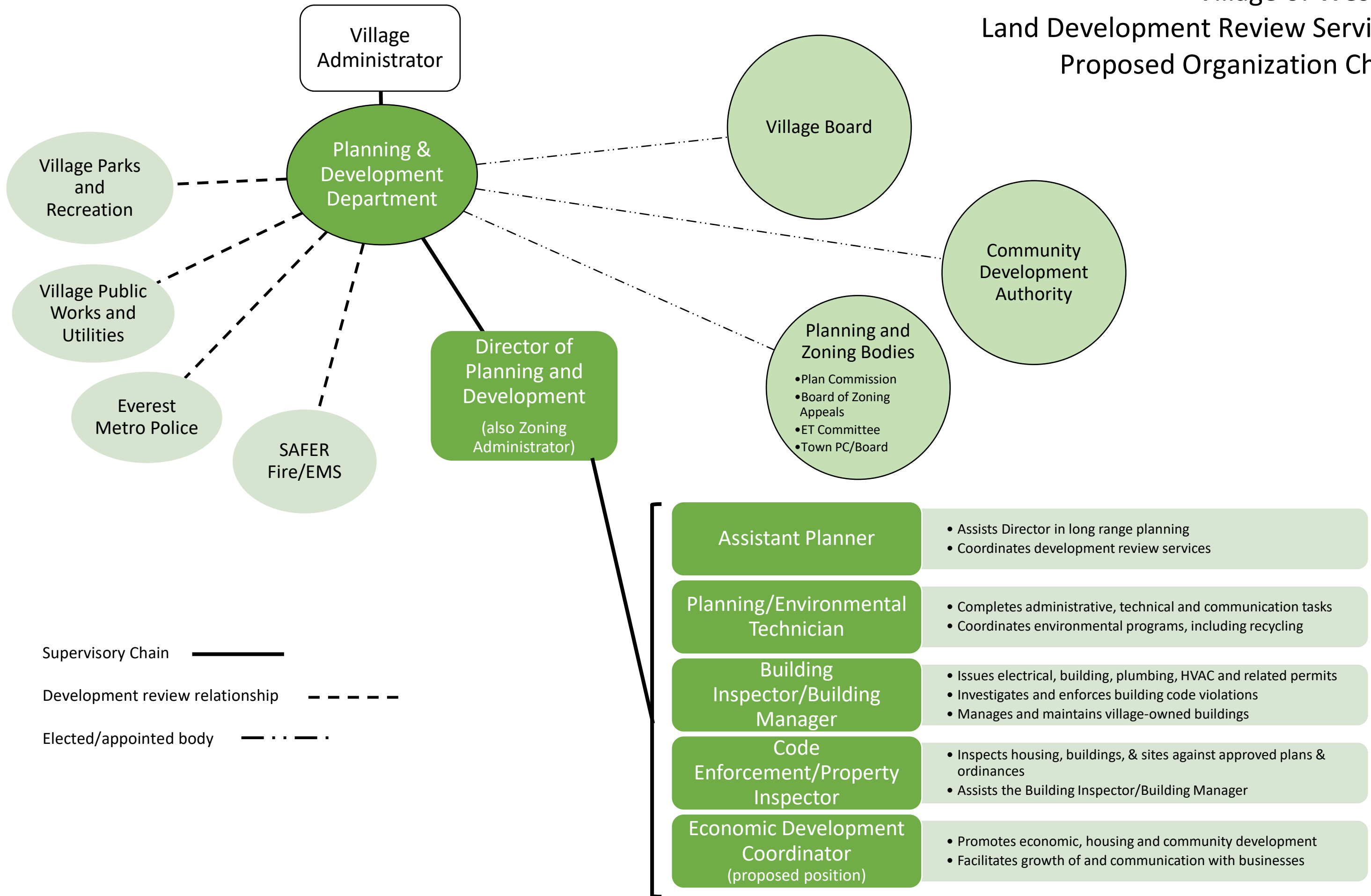
and the creation of the new Position Description for the Economic Development Coordinator, all within the Village's Planning and Development Department.

Additional action:

Post and hire the new position of Economic Development Coordinator within the Planning and Development Department. The position is proposed to be posted at Grade I which has a pay range of \$43,056 to \$59,030.40. This is the same pay grade as the Department's Assistant Planner.

Are there additional reference documents which have been attached to this report?

Village of Weston Land Development Review Services Proposed Organization Chart



Village of Weston, Wisconsin

Job Description - Director of Planning and Development

Division:	Service	Reports To:	Administrator
Department:	Planning and Development	Pay Grade:	O
FLSA Status:	Exempt	Last Updated:	9/26/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Village Administrator, the Director of Planning and Development conducts a variety of planning and plan implementation efforts that support the Village's and Department's vision, mission, and goals. The Director also supervises and directs operations of the Planning and Development Department.

Essential Duties and Responsibilities

1. Assist the Village Administrator in accomplishing the vision, mission, and goals of the Village, and be a contributing member of the Administrator's management team.
2. Develop, implement, and update a work program for the Department, which shall include:
 - a. Mission and goals.
 - b. Functions and tasks.
 - c. Management and operational objectives.
 - d. Policies and procedures to guide Department staff interactions with its customers and each other.
3. Manage the Department budget, which shall include the following:
 - a. Ensuring that the level of expected and approved services is provided in a timely manner and within the budget.
 - b. Preparing budget recommendations and forecasts.
 - c. Seeking outside sources of funding including grants.
 - d. Monitoring and approving Department expenditures.
4. Supervise Department staff and contract personnel by prioritizing and assigning tasks; nurturing and developing staff; evaluating staff performance; and recruiting and releasing staff as necessary.
5. Serve as the statutory Zoning Administrator for the Village, its extraterritorial jurisdiction, and the Town of Weston if provided by intergovernmental agreement.
6. Direct and assist with other Town of Weston planning, zoning, and development matters as may be specified by intergovernmental agreement.
7. Oversee building, property, and zoning inspection services and enforcement of land development related ordinances.
8. Direct and manage the Village's long-range planning, zoning and land division, community development, and economic development efforts and products.
9. Assist the Village Administrator, Director of Public Works, and other Departmental staff and committees with Village economic development efforts, capital improvement programming and budgeting, and other planning matters that cross departmental lines.
10. Direct preparation of and present staff reports to the Village Plan Commission, Extraterritorial Zoning Committee, Zoning Board of Appeals, and Village Board on development review applications and other planning and zoning matters before such bodies.

11. Direct preparation of meeting minutes, agendas, packets, resolutions, and ordinances for the above bodies, where related to planning and development matters.
12. Direct the application and administration of state, federal, and other grants related to planning and development.
13. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
14. Effectively represent the Village at hearings, meetings, legal proceedings, or consultations with government officials, landowners, consultants, developers, and other interested parties related to planning and development matters.
15. Provide information to the public regarding Village plans, development regulations, development proposals, and related matters, and direct other Department staff on same.
16. Direct, perform, or assist with other related work as directed.

Job Requirements and Preferences

- Bachelor's Degree in planning, land management, geography, or related field plus at least seven years of progressively responsible professional planning experience; or Master's Degree with at least four years of such experience (required).
- Professional experience in personnel management, zoning administration, and geographic information systems (preferred).
- Attendance at a substantial number of evening and weekend meetings (required).
- Valid motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Strong leadership, time and personnel management, interpersonal communication, and delegation abilities.
- Ability to counsel, mediate, and provide first line supervision.
- Expertise on structure, function, and operations of municipal government.
- Expertise of laws surrounding planning, zoning, and land development in Wisconsin.
- Expertise on principles, methods, and practices of urban planning and community development.
- Ability to direct, prepare, read, and fairly interpret laws, policies, plans, and other documents.
- Ability to direct and perform research and select, compile, analyze, and share data.
- Strong customer service skills.
- Interest and ability in building trusting, effective working relationships with residents, property owners, business and development interests, Village officials and staff, outside governmental and economic development agencies, and local media.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to exercise good judgment, decisiveness, and creativity in decision making and advice.
- Ability to successfully manage stressful situations and heavy work volumes.
- Ability to complete and direct work tasks thoroughly, accurately, creatively, and in a timely manner.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Advanced; MS Excel – Intermediate; MS Power Point – Intermediate; Arcview GIS – Beginner; knowledge of or ability to learn Evolve, Energov, and Beehive web platforms.

Work Environment

Ability to work in a standard office environment with limited exposure to hazards. Site visits may be required and may be hazardous in nature.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

The Village of Weston is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, 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 Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment to be proper.

Village of Weston, Wisconsin

Job Description - Assistant Planner

Division:	Services	Reports To:	Dir of Planning & Development
Department:	Planning and Development	Pay Grade:	I
FLSA Status:	Exempt	Last Updated:	9/26/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Director of Planning and Development, the Assistant Planner assists with long-range planning and zoning efforts, land development review services, and other related duties as assigned.

Essential Duties and Responsibilities

1. Assist with preparation, update, amendment, implementation, and interpretation of the Village's comprehensive, neighborhood, corridor, district, and other development plans, and those of the Town of Weston if provided by intergovernmental agreement.
2. Review, analyze, report on, coordinate interdepartmental review, and oversee implementation of land development review applications relative to Village plans and regulations.
3. Prepare and present staff reports for the Village Plan Commission, Extraterritorial Zoning Committee, Zoning Board of Appeals, and Village Board on development review applications and other planning and zoning matters before such bodies.
4. Assist with preparation, update, amendment, implementation, and interpretation of zoning and land division ordinances of the Village, and of the Town of Weston if provided by intergovernmental agreement.
5. Prepare planning research, studies, reports, maps, and graphics on community development matters and in support of new and updated plans, programs and regulations.
6. Develop and maintain land development permitting and tracking systems.
7. Assist with investigations of violations of Village development regulations and approved development plans and conditions.
8. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
9. Effectively represent the Village at hearings, meetings, or consultations with government officials, landowners, consultants, developers, and other interested parties.
10. Provide information to the public regarding Village plans, development regulations, development proposals, and related matters.
11. Guide the work of consultants, interns, and other Department staff in completion of the above assignments, as directed.
12. Assist with other planning, zoning, land development, and administrative work as directed.

Job Requirements and Preferences

- Bachelor's Degree in urban planning, land management, geography, or another related field (required).
- Professional experience in planning, zoning, or related field (preferred).
- Experience with geographic information systems (required).

- Attendance at a substantial number of evening and weekend meetings (required).
- Valid motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Working knowledge of municipal government and the laws, statutes, and regulations surrounding planning and land development.
- Working knowledge of the principles, methods, and practices of planning, including statistical and research methods for collection, analysis, and presentation of planning data.
- Ability to read and interpret laws, policies, plans, and other documents.
- Ability to perform planning related research and select, compile, analyze, and share data.
- Strong interpersonal communication and customer service skills.
- Interest and ability in building trusting, effective working relationships with residents, property owners, business and development interests, Village officials and staff, outside governmental and economic development agencies, and local media.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to exercise good judgment, decisiveness, and creativity in work and interactions.
- Ability to balance individual responsibilities with working in a collaborative environment.
- Ability to complete work tasks thoroughly, accurately, concisely, and in a timely manner.
- Ability to successfully manage stressful situations and heavy work volumes.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Advanced; MS Excel – Intermediate; MS Power Point – Intermediate; Arcview GIS – Intermediate; Advanced Adobe Creative Suite or related – Basic to Intermediate; knowledge of or ability to learn Evolve, Energov, and Beehive web platforms.

Work Environment

Ability to work in a standard office environment with limited exposure to hazards. Site visits may be required and may be hazardous in nature.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

The Village of Weston is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, 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 Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment to be proper.

Village of Weston, Wisconsin

Job Description – Economic Development Coordinator

Division:	Services	Reports To:	Dir of Planning & Development
Department:	Planning and Development	Pay Grade:	I
FLSA Status:	Exempt	Last Updated:	9/26/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Director of Planning and Development, the Economic Development Coordinator plans, organizes, and coordinates the Village's economic, housing, and community development programs and functions. The goal of such programs will be to insure a healthy business climate, provide more goods and services, and retain and grow jobs and tax base in the Village. This Coordinator forges strategic alliances with local and prospective businesses, industries, and regional and state development entities.

Essential Duties and Responsibilities

1. Help refine and implement the Village's economic development strategy and corridor and other economic development-focused plans.
2. Implement economic development and redevelopment efforts, including the oversight of associated planning, engineering, and other contracts and assistance with development agreements.
3. Attract, retain, and help grow businesses, industries, and housing consistent with the Village's vision, understanding of Village incentives, ordinances, and other constraints and opportunities.
4. Work with other Village staff in the administration, amendment, and creation of tax incremental districts and associated project plans.
5. Develop clear standards against which economic development and redevelopment projects will be evaluated for potential Village support, and articulate the costs/benefits of development proposals to Village officials.
6. Serve as the Executive Director of the Village's Community Development Authority.
7. Keep abreast of local, county, state, and federal legislation and programs that could impact economic development activity in Weston.
8. Pursue regional, state, and federal grants, loans, and other financial incentives to support Weston's economic development, related infrastructure investment efforts, and interested businesses and developers.
9. Develop relationships with the business community and engage in business development, retention, and expansion efforts.
10. Refine and implement a business recruitment and economic development marketing strategy and promotional materials.
11. Facilitate efficient approval process for economic development entitlements, zoning, and incentives. Help guide businesses and developers through these processes.
12. Establish clear channels of communication between various partners involved in economic development, including financial institutions and real estate professionals.
13. Compile and share economic, housing, and community development data, including land availability and site selection, demographic information, community profile, business feasibility,

trade ring analysis, workforce data, development trends, and inventory of existing businesses and available industrial and commercial sites and buildings.

14. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
15. Assist with other economic and community development, planning, land development, and administrative work as directed.

Job Requirements and Preferences

- Bachelor's Degree in Real Estate, Marketing, Economics, Community And Economic Development, Urban Planning, Public Administration/Affairs, or another related field (required).
- Professional experience in economic development, business development, municipal planning, or some combination (preferred).
- Valid motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Knowledge of the principles, methods, and practices of community and economic development and planning.
- Working knowledge of municipal government.
- Knowledge of real estate, finance, and promotional and marketing techniques.
- Knowledge of laws, statutes, and regulations governing economic development.
- Understanding of economic development incentive programs including tax incremental financing, and the relationship between economic development, municipal finance, and land regulation.
- Ability to read and interpret laws, policies, plans, and other documents.
- Ability to perform research and select, compile, analyze, and share data.
- Strong interpersonal communication and customer service skills.
- Interest and ability in building trusting, effective working relationships with business and development interests, Village officials and staff, community representatives, outside governmental and economic development agencies, media, and the general public.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to balance individual responsibilities with working in a collaborative environment.
- Ability to complete work tasks thoroughly, accurately, and in a timely manner.
- Ability to successfully manage stressful situations and heavy work volumes.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Advanced; MS Excel – Intermediate; MS Power Point – Intermediate; Arcview GIS – Basic to Intermediate; Advanced Adobe Creative Suite or related – Basic to Intermediate

Work Environment

Ability to work in a standard office environment with limited exposure to hazards. Site visits may be required and may be hazardous in nature.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

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Village of Weston, Wisconsin

Job Description - Building Inspector/Building Manager

Division:	Services	Reports To:	Dir of Planning and Development
Department:	Planning and Development	Pay Grade:	M
FLSA Status:	Exempt	Last Updated:	9/26/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Director of Planning and Development, the Building Inspector/Building Manager inspects structures and systems within Weston, and enforces building and other related ordinances related to structure and system placement, design, and quality. This position also plans for and coordinates maintenance, repair, and upgrades of Village buildings and electrical infrastructure.

Essential Duties and Responsibilities

As Building Inspector:

1. Review electrical, building, plumbing, and HVAC plans, in coordination with other Village staff where necessary, and issue associated permits.
2. Perform on-site inspections and in-office review, and manage communications, related to applications for new or altered residential building systems, including building, plumbing, electrical, and HVAC.
3. Perform on-site inspections and in-office review, and manage communications, related to applications for new or altered commercial electrical systems.
4. Review State approved plans and specifications for commercial buildings and plumbing for compliance with adopted regulations.
5. Provide building and electrical advice and troubleshooting to other Village departments, utilities, and providers of Village services, as well as contractors, architects, engineers, and home owners.
6. Receive and respond to complaints and requests regarding electrical, building, plumbing, and HVAC systems.
7. Secure code compliance through education and enforcement, which may include correction notices, citations, follow-up inspections, abatement and raze orders, legal preparation and testimony, and other communications and methods.
8. Assist Village legal counsel in the preparation of legal cases initiated as a result of non-compliance with code requirements or approvals.
9. Assist the Director of Planning and Development and other Departmental staff with implementation of digital permitting system, zoning ordinance enforcement, and zoning permits.
10. Prepare reports and records, keep permanent record of inspections made and corrective actions taken, and enter or direct entry of inspection information into computerized file systems.
11. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
12. As provided by intergovernmental agreement, perform the above duties in the Town of Weston.
13. Delegate to, supervise, and advise the Code Enforcement/Property Inspector to assist with the above duties.
14. Perform or assist with other related work as directed.

As Building Manager:

1. Lead preventative maintenance, replacement, improvement, construction, and/or repair of Village buildings, mechanical equipment, plumbing and electrical systems, communications wiring, and stop and street lights.
2. Identify need for outside contractors and vendors to assist with major building and equipment maintenance improvements, repairs, and supplies. Coordinate and inspect their work once hired.
3. Coordinate janitorial staff activities.
4. Monitor and advise on Village building and system maintenance budget and capital improvements program, in coordination with the Director of Public Works and Utilities.
5. Advise on repair and replacement of Village buildings and physical systems.
6. Process purchase orders, invoice payments, billing statements, and other maintenance/janitorial documents.
7. Prepare specifications, schedules, and tasks for building and system maintenance, repairs, and construction.
8. Maintain tools, equipment, supplies, and equipment records and manuals.
9. Provide technical advice and training on building and system maintenance to other Village staff.
10. Maintain building safety and health code compliance.
11. Respond to maintenance and repair emergencies.
12. Oversee the Code Enforcement/Property Inspector to assist with the above duties as that position's skill set allows.

Job Requirements and Preferences

- Associate Degree in construction or mechanical trade, with at least four years of experience in the field; or another combination of experience and training which provides the knowledge, skills and abilities to perform the duties of the job (required).
- Certified in UDC construction, HVAC, and plumbing (required).
- Valid Wisconsin motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Expert knowledge of current building and grounds safety standards, installation and maintenance principles, laws, codes, techniques, equipment, materials, and supplies.
- Expert knowledge of Village and state regulations related to buildings and mechanical systems, fire safety, public health, and property.
- General knowledge of the application of Village zoning regulations to electrical, plumbing, building, and HVAC proposals and systems.
- Ability to review plans and apply regulations to determine compliance with such regulations and to apply regulations to field conditions.
- Proficiency with electrical systems and with hand and power tools.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, plumber's tools, and underground pipe locators and calculators.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Strong interpersonal communication and customer service skills.
- Ability to establish and maintain effective working relationships with regulatory agencies, other Village departments, co-workers, contractors, businesses, and the general public.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to balance individual responsibilities with working in a collaborative environment.

- Ability to complete work tasks thoroughly, accurately, concisely, and in a timely manner.
- Ability to successfully manage stressful situations and heavy work volumes.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Intermediate; MS Excel – Basic.

Work Environment

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise vibrations, wetness, machinery, electrical current, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent in-town travel.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

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Printed Name: _____

Signature: _____ Date: _____

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Village of Weston, Wisconsin

Job Description - Code Enforcement/Property Inspector

Division:	Services	Reports To:	Dir of Planning and Development
Department:	Planning and Development	Pay Grade:	J
FLSA Status:	Exempt	Last Updated:	9/26/2018

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Purpose of the Position

Under the direction of the Director of Planning and Development and Building Inspector/Building Manager, the Code Enforcement/Property Inspector inspects housing and other structures for code violations, inspects approved land development projects for compliance with approvals and ordinances, and recommends appropriate actions to achieve compliance. The position also assists the Building Inspector/Building Manager with inspection of buildings, plumbing, electrical, and HVAC systems and with maintenance of Village buildings.

Essential Duties and Responsibilities

1. Inspect interior and exterior of housing and other structures, evaluate conditions observed, and identify and communicate code infractions and potential remedies. Such remedies may include but are not limited to abatement, notice of condemnation, and occupant relocation.
2. Inspect in-progress and installed improvements associated with land development approvals (e.g., approved site plans) against zoning and other requirements and approvals, evaluate conditions observed, and identify and communicate shortfalls and potential remedies.
3. Receive and respond to complaints and requests regarding purported zoning, building, and other related code violations.
4. Coordinate with the Zoning Administrator on zoning complaints and potential zoning violations and Building Inspector on building and mechanical system complaints and potential violations.
5. Assist Building Inspector with the inspections and issuance of permits for residential electrical, building, plumbing, and HVAC projects, and for commercial electrical projects.
6. Communicate with property owners, homeowners, tenants, and business owners regarding the objectives of permitting, inspection, and code enforcement programs and their application to their building or property.
7. Secure code compliance through education and enforcement, which may include correction notices, citations, follow-up inspections, abatement and raze orders, legal preparation and testimony, and other communications and methods.
8. Assist Village legal counsel in the preparation of legal cases initiated as a result of non-compliance with code requirements or approvals.
9. Assist the Director of Planning and Development/Zoning Administrator and other Departmental staff with implementation of digital permitting system, zoning administration, and zoning permits.
10. Prepare reports and records, keep permanent record of inspections made and corrective actions taken, and enter inspection information into computerized file systems.
11. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
12. Coordinate above duties with other Village staff and consult with contractors and applicants where necessary.

13. As provided by intergovernmental agreement, perform the above duties in the Town of Weston.
14. Assist with building management duties as directed by the Building Manager and consistent with the skill set of the Code Enforcement/Property Inspector
15. Perform or assist with other related work as directed.

Job Requirements and Preferences

- High school diploma or equivalent, plus at least four years of work experience in construction, inspection, real estate management, appraisal, or related field(s); another combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered (required).
- Associate's degree in construction, mechanical trade, or related field (preferred).
- Wisconsin UDC certified in the categories of construction, plumbing, and HVAC within one year of hire (required).
- Valid Wisconsin motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Knowledge of and ability to interpret Village zoning, building, and other regulations and their application to housing, electrical, plumbing, building, and HVAC programs.
- General knowledge of current housing, building, and grounds safety standards, installation and maintenance principles, laws, codes, techniques, equipment, materials, and supplies.
- General knowledge of Village and state regulations related to buildings and mechanical systems, fire safety, public health, housing, and property.
- Ability to review and interpret plans and specifications and apply regulations to determine compliance with such regulations and to apply regulations to field conditions.
- General knowledge of building construction, plumbing, and electrical codes, as well as abiding by all State and UDC building codes and standards.
- Strong interpersonal communication and customer service skills.
- Ability to establish and maintain effective working relationships with regulatory agencies, other Village departments, co-workers, contractors, businesses, and the general public.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to balance individual responsibilities with working in a collaborative environment.
- Ability to complete work tasks thoroughly, accurately, concisely, and in a timely manner.
- Ability to successfully manage stressful situations and heavy work volumes.
- Basic to intermediate plumbing, electrical, and carpentry skills.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, plumber's tools, and underground pipe locators and calculators.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Intermediate; MS Excel – Basic.

Work Environment

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise vibrations, wetness, machinery, electrical current, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent in-town travel.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

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Printed Name: _____

Signature: _____ Date: _____

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Village of Weston, Wisconsin

Job Description - Planning/Environmental Technician

Division:	Services	Reports To:	Dir of Planning and Development
Department:	Planning and Development	Pay Grade:	H
FLSA Status:	Non-exempt	Last Updated:	9/26/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Director of Planning and Development, the Planning/Environmental Technician completes administrative assignments for the Department, provides customer service on planning and zoning issues, performs planning and zoning duties of moderate complexity, and administers environmental programs.

Essential Duties and Responsibilities

1. Perform administrative and office management duties for the Director, and for other professional staff with the Director's consent, including but not limited to the following:
 - a. Preparing, assembling, and posting meeting agendas, minutes, packets, and other supporting materials.
 - b. Preparing and distributing legal notices for publication, posting, and mailing pursuant to state and local laws and procedures.
 - c. Issuing zoning, occupancy, and other permits following their approval.
 - d. Managing actions which are required on a periodic basis, such as publication of notices, license renewals, annual action required by committees, and collection of fees.
 - e. Entering, organizing, keeping, maintaining, and retrieving Department data and records.
 - f. Composing and distributing routine correspondence and maps.
 - g. Proofreading and editing Department products and communications.
 - h. Scheduling appointments and meetings for the staff and committees of the Department.
2. Administer the Village Refuse and Recycling Program, which includes:
 - a. Advising and implementing program modifications and enhancements.
 - b. Coordinating community events, educational efforts, audits, and enforcement.
 - c. Directing intern work.
 - d. Maintaining positive working relationship with the State Department of Natural Resources, Marathon County Solid Waste Department, the Village's contracted hauler, and other partners.
3. Respond to requests for information, basic interpretation, issues, applications, and complaints related to planning and zoning documents, ordinances, and programs from board and committee members, other departments, the public, and other agencies—directing questions to other appropriate staff when necessary.
4. Receive, organize, confirm, and arrange for complete applications for land development approvals.
5. Review and report on straightforward development proposals, resolutions, ordinances, and related materials, and assist Department professional staff on more complex matters.
6. Research and compile information on a variety of planning, zoning, and environmental issues.
7. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best

practices in customer service.

8. Assist with other planning, zoning, land development, and administrative work as directed.

Job Requirements

- Associate's Degree in urban planning, land management, geography, construction, or relevant social science or administrative field (required).
- Experience with municipal government, zoning, and administrative support (preferred).
- Valid motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Strong organizational skills, including record keeping.
- Knowledge, or ability to acquire knowledge, of current literature, developments and trends in the area of waste management and other environmental programs.
- Working knowledge municipal government.
- Ability to read and interpret laws, policies, plans, and other documents.
- Ability to perform research and select, compile, analyze, and share data.
- Strong interpersonal communication and customer service skills.
- Interest and ability in building trusting, effective working relationships with residents, property owners, business and development interests, Village officials and staff, outside governmental and economic development agencies, and local media.
- Ability to understand and be understood in written and oral communications.
- Ability to balance individual responsibilities with working in a collaborative environment.
- Ability to complete work tasks thoroughly, accurately, concisely, and in a timely manner.
- Computer skills as follows: MS Word – Advanced; MS Excel – Intermediate; MS Power Point – Intermediate; Arcview GIS – Basic; knowledge of or ability to learn Evolve, Energov, and Beehive web platforms.

Work Environment

Ability to work in a standard office environment with limited exposure to hazards. Site visits may be required and may be hazardous in nature.

Acknowledgement

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