



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

Weston Municipal Center Board Room
4747 Camp Phillips Rd, Weston, WI 54476

Monday, February 5, 2024 @ 5:00 p.m.

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.

ATTENDEES MAY ALSO PARTICIPATE VIA ZOOM

Join Zoom Meeting:

<https://zoom.us/j/5445915099>

Join Zoom Meeting by Phone:

+1 312 626 6799 US (Chicago)

Meeting ID: 544 591 5099

AGENDA ITEMS

1. Call to Order & Welcome by Chairperson Hartinger
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk
Human Resources Committee: Weiland, Hartinger, Hackbarth, Dirks-Luebbe, and Hegg, Meinel.
4. [Approval of Human Resources Committee Meeting Minutes of October 2, 2023](#)
5. Public comments
 - a. [Acknowledge Resignation of Committee Member Arndt](#)

NEW BUSINESS

6. [Discussion and/or possible action on recommendation to the Village Board on amendments to Public Works Job Description\(s\):](#)
 - o [Director of Public Works](#)
 - o [Fleet Foreman](#)
 - o [Mechanic](#)
7. [Discussion and/or possible action on recommendation to the Village Board on proposed job description and funding for new Staff Engineer position in Public Works department](#)

8. [Changes to the Human Resources Policy](#)
 - a. [Removal of Employee Resources Manager references](#)
9. [Other Current Developments/Changes in Human Resources Matters](#)
10. [Acknowledge recent staff resignation notices:](#)
 - a. [Trevor Skerven, Utility Senior Operator](#)
11. [Acknowledge completion of 2023 evaluations for all staff](#)
12. **MOVE TO CLOSED SESSION PER §19.85(1)(c)**

Move to closed session to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to wit – recommended 2024 market adjustment compensation changes for competitiveness and recommended merit adjustment compensation changes for performance

CONTINUE IN CLOSED SESSION PURSUANT TO §19.85(1)(c)
Reclassification Review Procedure from Public Works Maintainer to Public Works Operator

RECONVENE TO OPEN SESSION

POSSIBLE ACTION ON CLOSED SESSION ITEMS

REMARKS FROM COMMITTEE MEMBERS

REMARKS FROM CHAIR

FUTURE ITEMS

Next meeting date:

ADJOURN

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Village Clerk at 715-359-6114 or clerks@westonwi.gov to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the Village will make a good faith effort to accommodate your request.

This Notice was posted at the Village Municipal Center, on www.westonwi.gov and transmitted to media partners on 1-31-2024



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

Weston Municipal Center Board Room
4747 Camp Phillips Rd, Weston, WI 54476

Monday October 2, 2023 @ 5:00 p.m.

- 1. Call to Order & Welcome by Chairperson Weiland.**
The meeting was called to order by Chairperson Weiland at 5:07 p.m.
- 2. Pledge Allegiance to the Flag**
- 3. Roll Call by Clerk**

<u>Human Resources Committee</u>	<u>Present</u>
Hartinger, Jasper	Yes- Zoom
Weiland, Jamie	Yes
Hackbarth, Linda	Excused
Dirks-Luebbe, Micki	Yes- Zoom
Hegg, Robin	Yes
Meinel, Steve	Excused
Arndt, Jay	Excused

- 4. Approval of Human Resources Committee Meeting Minutes of September 5, 2023**

Motion by Hartinger, second by Dirks-Luebbe to approve the meeting minutes from September 5, 2023.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	----
Arndt, Jay	----

- 5. Public comments**
None.

NEW BUSINESS

6. **Approval of Wage and Compensation Study from Public Administration Associates for Directors, Deputy Directors, and Superintendents.**

Interim Administrator Wodalski gave a brief update on the compensation study that was in the packet. Hegg agrees with the methodology, she questioned how it compares to the current pay scale and what is the fiscal impact. Wodalski showed Exhibit A in the packet. Hartinger asked if we approved the study, that does not mean we are approving wages this would be up to the finance committee and board. Wodalski said Yes. The committee agreed with this.

Motion by Hegg, second by Hartinger to approve the Wage and Compensation Study from Public Administration Associates for Directors, Deputy Directors, and Superintendents.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	----
Arndt, Jay	----

7. **Discussion and/or Action on Job Descriptions for “Accounts Payable, Payroll, and Human Resources Specialist” and “Director of GIS and Technology” as recommended by Public Administration Associates**

Interim Administrator Wodalski spoke briefly about these positions. The roles have been evolving over the years and need to be updated to reflect the current roles and responsibilities of these individuals.

Motion by Hegg, second by Dirks-Luebbe to approve the Job Descriptions for “Accounts Payable, Payroll, and Human Resources Specialist” and “Director of GIS and Technology” as recommended by Public Administration Associates

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes

Hackbarth, Linda	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	----
Arndt, Jay	----

8. **Recommend adoption of changes to 2023 Pay Grid/Pay Plan as presented in the Compensation Report from Public Administration Associates for Directors, Deputy Directors, and Superintendents**

Interim Administrator Trautman said this is updating the wages from the most recent study, we are looking to take this to the Board for approval 2023 pay/grid plan. Interim Administrator Wodalski said a future meeting will have the recommended pay changes.

Motion by Hartinger, second by Hegg to approve the adoption of changes to the 2023 Pay Grid/Pay Plan as presented in the Compensation Report from Public Administration Associates for Directors, Deputy Directors, and Superintendents

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	----
Arndt, Jay	----

9. **Recommend adoption of 2024 Village Pay Grid/Pay Plan as presented by the Interim Administrators.**

Interim Administrator Trautman briefly spoke about the CPI report she received from the state this month, Trautman said it was 5.4%, she felt that a CPI of 4% is reasonable to keep in line with the matrix so we don't get behind again. Dirks-Luebbe asked when the village looks at CPI, Trautman said we look at CPI this time of year because of the budget. Trautman said this is only approving the pay grid moving forward, we can adjust as needed. The committee is not comfortable with 4%, Trautman said the committee can adjust the amount given to the board for recommendation.

Motion by Hegg, second by Hartinger to adopt the recommendation of 3% CPI for the 2024 Village Pay Grid/Pay Plan.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	-----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	-----
Arndt, Jay	-----

REMARKS FROM COMMITTEE MEMBERS

None

REMARKS FROM CHAIR

None

FUTURE ITEMS

Next meeting date: November 6, 2023, at 5:00 p.m.

ADJOURN

The meeting was adjourned at 5:35 p.m.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – February 5, 2024
Description:	General Human Resources Updates
From:	Jami Gebert, Village Administrator
Question:	None – General Updates

Background

Item #5 – please note that Human Resources Committee Member Jay Arndt has resigned. We extend our thanks for his service to the committee.

Item #8 – there are several references to the Employee Resource Manager throughout the *Employee Personnel Policies and Procedures Handbook*. The Employee Resource Manager position no longer exists within the Village. I will be working to bring back a revision to the entire handbook with the references removed. Several of the responsibilities can be transferred to the Administrator. Some items involving benefits administration will move to the Accounts Payable, Payroll, and Human Resources Specialist position. I am confident in the Human Resources items being transitioned and have no issues with updating duties to the Administrator. An updated handbook will be brought back at a future meeting.

Item #9 – agenda item is a general placeholder; are there any items any committee members would like to bring forward for a future agenda?

Item #10 – agenda item provides notice that Utility Senior Operator Trevor Skerven has resigned, his last day with the Village is February 2, 2024.

Item #11 – 2023 evaluations have been completed for all full-time staff and paper copies placed in personnel files.

Attached Docs: - None

Committee Action: - None

Fiscal Impact: - None

Recommendation: - None

Recommended Language for Official Action

- **None, update only.**

Additional action:

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – February 5, 2024
Description:	Discussion and/or possible action on recommendation to the Village Board on amendments to Public Works Job Description(s): <ul style="list-style-type: none">• Director of Public Works• Fleet Foreman• Mechanic
From:	Jami Gebert, Village Administrator Michael Wodalski, Public Works Director
Question:	Should the HR Committee recommend approval of the updated job descriptions for the positions of “Director of Public Works,” “Fleet Foreman,” and “Mechanic” as presented to the Village Board?

Background

Attached are three Public Works position descriptions: Director of Public Works, Fleet Foreman, and Mechanic, with track changes noting necessary updates. The changes being presented clarify reporting structure, duties performed by the position, and correct grammatical items. Items are slight in nature and match current practices of the department and Village.

Attached Docs: - Updated Job Description for the positions of “Director of Public Works,” “Fleet Foreman,” and “Mechanic”

Committee Action: - TBD

Fiscal Impact: - There is no impact for approving the job descriptions

Recommendation: - Approve as submitted

Recommended Language for Official Action

I recommend approval of the amended job descriptions to the Village Board for the positions of:

- **Director of Public Works**
- **Fleet Foreman**
- **Mechanic**

Additional action:

VILLAGE OF WESTON JOB DESCRIPTION DIRECTOR OF PUBLIC WORKS

Division:	Services	Reports To:	Administrator
FLSA Status:	Exempt	Pay Grade:	R
Department	Public Works	Last Updated:	<u>TBD</u> February 5, 2024

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 general direction and supervision of the Administrator, the Director of Public Works is responsible for the overall management of the Village's Public Works functions including operation, maintenance, personnel, and capital improvements. -The Department of Public Works includes the operations groups of ~~Parks~~, Streets, Fleet, and Utilities consisting of Storm Water, Water and Wastewater.

Essential Duties and Responsibilities

The following duties are normal for this position. -These are not to be construed as exclusive or all inclusive, other duties may be required and assigned:

1. Carry out the directives of the Administrator, including assisting the Administrator in accomplishing the mission and goals of the local government agency, and being a contributing member of the Administrator's management team.
2. Develop and implement a strategic plan for the Department of Public Works, which focuses specifically on, but is not limited to: Identifies/prioritizes department functions and tasks; Develops management objectives based on public, employee and Board of Trustee feedback; Measures/reports on prior years activities, while creating performance benchmarks for future work products; Nurtures/develops the talents of subordinate staff to execute strategic goals and objectives.
3. Manage the Department budget ensuring that the level of expected and approved services are provided in a timely manner and within budget. -Tasks include: budget preparation, budget forecasting, long-range capital project budgeting, payroll budgeting for department, budget recommendations, discussion, approval of expenditures, seek sources of funding, and monitor and approve expenditures.
4. Provide leadership in the operational decisions of the Department with the goal of providing efficient, productive, and safe delivery of municipal services.
5. Plan and organize staff; direct, control and coordinate the activities and services provided by the department through public works personnel and/or outside contracted services.
 - a. Establish departmental plans, goals, and procedures.
 - b. Prepare operational and capital improvement plans. -Implement projects and initiatives identified in same. -Update operational and capital improvement plans annually.
 - i. Prepare and manage public works budgets including billing for utility services and other special projects.

- ii. Develops budget requests for construction and maintenance, materials, labor and equipment needs for public works functions.
6. Serve as the Village Engineer, coordinating all engineering activities. -Make appropriate referrals of projects and programs to hired professional engineering consultant(s).
 - a. Responsible for maintenance, capital improvements, and special projects from concept through completion.
 - i. Prepares and/or directs the preparation of project cost estimates and approves same.
 - ii. Plans and specifications development, review, and approval.
 - iii. Secures necessary right-of-way interests.
 - iv. Secures necessary permits from outside agencies.
 - v. Management of project implementation.
7. Assure that Federal, State, and local laws, rules, ordinances, resolutions, and orders applicable to public works operations are enforced and/or complied with relating to, Safe Drinking Water, Wastewater Collection, Solid Waste Handling, Storm Water Management, and Roadways.
 - a. Interpret and anticipate the effects that new laws pertaining to public works operations will have on the community and recommend appropriate actions.
8. Establish personnel policies and procedures for the areas of responsibility assigned. -Hires, disciplines, and or discharges personnel when appropriate.
9. Attend regular meetings of the Village Board and Public Works and Utility Committee to report on department activities and conduct departmental business, carrying out directives obtained from the aforementioned board and committee. -Attends special meetings of the Village Board and any other Village committees or commissions as necessary. -Serves as a staff representative (ex-officio) at Village Plan Commission meetings.
10. Acts as the Department liaison with the Village Board and the general public and consults with Village officials, Administrator, and staff regarding department activities and progress.
11. Responds to inquiries and works to resolve complaints from the Village Board and the general public regarding public works operations, projects, and activities.
12. Maintains knowledge of current public works practices; administrative and management principles and techniques; personnel management techniques; and civil engineering techniques and principles applied to public works.
13. Prepares reports and recommendations regarding public works matters. -Prepares recommendations and requests for authorization and funding.
14. Writes grant applications as appropriate.

Additional Duties and Responsibilities

- Perform related work as required or assigned by management staff.
- Perform any other task which the employee is asked to perform.

Education and Experience

- Bachelor's degree in Civil Engineering, Water Resources, Public Administration, Business Administration or related field with 5+ years of progressively responsible engineering experience including supervision, or any combination of education and experience that provides equivalent knowledge, skills and abilities in the areas of public works, utilities, budgeting and management.
- Registration as a Professional Engineer in Wisconsin is highly desirable.
- Certification as a public water supply operator is highly desirable.

- A valid motor vehicle operator's license is required.

Performance Specifications

- Assures that annual reporting for public works is accomplished within timelines specified by applicable agencies. -Reports include water utility annual water quality report, sanitary sewer compliance maintenance annual report, municipal separate storm sewer system report, and annual street mileage certification.
- Assures that projects are implemented within schedules adopted by the Administrator and/or Board of Trustees.
- Follows time lines prescribed for public works projects bids and public hearings.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of Civil Engineering pertaining to public works and utility projects.
- Knowledge of principles and practices of government administration, management and supervision
- Knowledge and skills in surveying, drafting and plan reading.
- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. -Ability to analyze and categorize data and information, in order to determine consequences and to identify and select alternatives. -Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. -Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as budget reports, contracts, personnel evaluations, labor grievances, vouchers, meeting agendas and minutes, statistical and narrative reports, requests for proposals, technical specifications, capital improvement requests, municipal code, State statutes, construction manuals, construction plans, traffic manuals, photos, maps, plats, accounting methods and engineering manuals.
- Ability to communicate orally and in writing with elected officials, appointed committee members, the general public, Village personnel, union representatives, attorneys, contractors, developers, news media representatives, students and civic organizations.
- Ability to apply algebraic and trigonometric formulas. -Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning in performing synthesis functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator, telephone, drafting instruments, motor vehicle and dictation machines.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to perform basic functions of all MS Office suite products.

Work Environment

Ability to work under moderately safe and uncomfortable conditions where exposure to environmental factors such as noise, machinery, electrical currents, or toxic agents/chemicals can cause discomfort and where there is a risk of injury.

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 JOB DESCRIPTION FLEET FOREMAN

Division:	Services	Reports To:	DPW/ Deputy-DPW
FLSA Status:	Non-exempt	Pay Grade:	K
Department:	Public Works	Last Updated:	<u>TBD February 4, 2019</u>

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

The Fleet Foreman is responsible for scheduling and assigning daily tasks for the maintenance and repair of automotive and heavy equipment for the Village of Weston. The employee is expected to work independently and lead operations staff in performing day to day tasks. The Director or ~~Deputy Director of Public Works~~designee provides direction and oversight on special projects and work assignments. There is frequent interaction with the general public and other Village departments. The Director of Public Works, or designee, reviews and evaluates job performance.

Essential Duties and Responsibilities

The general duties and responsibilities of the position are to schedule, assign and perform routine daily maintenance activities for the village's equipment fleet ~~along with streets and drainage infrastructure~~ and to respond to emergency needs as required. The following is a description of some of the specific duties and responsibilities for this position. These are not to be construed as exclusive or all-inclusive as other duties may be required and assigned:

1. Assigns tasks and reviews work on maintenance/repair of the Village's equipment fleet.
2. Performs automotive and heavy equipment service, maintenance and repair.
3. Diagnoses and repairs failures of all types; engines, transmissions, hydraulics, electronics-computer, electrical, suspension, drive train, fuel system, chassis and other mechanical components.
4. Replaces parts and components on a wide variety of small equipment, automotive, heavy machinery and attachments.
5. Welds and fabricates components or attachments as needed.
6. Inspects equipment for necessary repairs or replacement parts.
7. Assists in the planning and preparation of personnel, equipment, maintenance budgets.
8. Maintains current knowledge of the methods, practices, materials and tools used in the maintenance and repair of Village equipment including thorough knowledge of potential hazards and safety precautions.
9. Prepares maintenance schedules for all equipment; plans and schedules corrective and preventative maintenance with the appropriate level and combination of Village or outside resources.
10. Assists with the preparation of equipment replacement schedules and specifications for new equipment, researches and compiles data and information on the repair and purchase of

equipment, communicates with vendors in the evaluation of new equipment, and provides technical assistance to the Deputy/Director of Public Works in the purchase of new equipment and disposal of equipment and assets through auction or other means.

11. Maintains maintenance records on the operational cost of equipment and repairs.
12. Assists other departments in the purchase and repair of equipment.
- ~~13. Schedules and coordinates snow and ice removal from Village streets.~~
- ~~14.~~13. Participates in hiring and training personnel. Assists in evaluating employee performance, and recommends personnel actions in conjunction with Director ~~or Deputy Director~~ of Public Works or designee.
- ~~15.~~14. ~~Responds to public complaints, service requests and inquiries regarding streets and drainage.~~
- ~~16.~~15. Monitors material inventory and delivery for equipment. Orders materials as needed. Maintains labor and material records and reviews daily job-costing work orders.
- ~~17.~~16. Serves in stand-by duty for responding to needs of the public outside of scheduled work time.
- ~~18.~~17. Instructs and teaches others on correct operations and procedures for Village equipment and vehicle fleet. Establishes training guidelines/expectations for same.
- ~~19.~~18. Foster a productive and collaborative work environment by coordinating work efforts with other Village departments and employees.

Additional Duties and Responsibilities

- Perform related work as required or assigned by the management staff.
- Responds to public and other Village department complaints in emergency situations.
- Road test vehicles
- Able to perform all of the essential duties performed by the ~~Public Works Senior Operator~~ Position Mechanic
- ~~• Direct the daily duties of the Public Works Maintenance Staff in the absence of the Street Foreman~~
- May work with other Village departments.

Education and Experience

- Associate Degree in heavy equipment or automotive and/or diesel mechanics with four to six years of progressive responsibilities in heavy equipment and auto/diesel mechanics, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Possession of a valid Class A Commercial driver's license (CDL) issued by the State of Wisconsin with N endorsement is required.
- Must be able to pass physical evaluation, pre-employment screening and drug test.
- Candidate must be a team player and able to undertake assigned tasks in a respectful, safe, efficient manner.

Technical Skills

- Ability to operate all types of tools used in the maintenance of light and heavy machinery used in the Public Works operation
- Ability to utilize a computer
 - MS Outlook

- MS Word
- MS Excel
- J-Pro Engine Diagnostics

Performance Specifications

- Complete necessary paperwork for proper submittal of salt use with the Department of Natural Resources

Knowledge, Skills and Abilities

- Ability to counsel, mediate and/or provide first line supervision. Ability to train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to effectively communicate with Department of Public Works personnel, Village residents, other Village Department personnel, inspectors, vendor representatives, and other agencies doing business with and within the Village.
- Ability to perform basic mathematical calculations using addition, subtraction, multiplication, and division; calculate percentages and work with fractions and decimals
- Working knowledge of diesel and gasoline engines, hydraulic and electronic failure diagnosis and repair.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, and directing.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Knowledge of safe and efficient operation of conventional and specialized large and small vehicles and construction equipment typically used in a municipal public works department.
- Ability to perform manual labor.
- Knowledge of the proper methods, tools, materials and equipment used for the repair and maintenance of street pavements and sewer/structures.
- Knowledge of welding, fabricating and equipment maintenance.
- Ability to work with hand and power tools, must maintain good mechanical and electrical abilities and aptitude.
- Availability to be on 24 hour call to respond to emergencies including serving as street operations first responder on a rotating basis. Must be able to report to job within a reasonable time in such instances.
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to cooperate and communicate with other members of the staff, supervisor, and public.
- Ability to follow directions and complete work and establish priorities.
- Ability to interpret a map.
- Ability to evaluate situations and determine how to approach and undertake assigned tasks in a safe and efficient manner.
- Ability to always interact with the public in a polite and respectful manner.

Work Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 50 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

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 JOB DESCRIPTION MECHANIC

Division:	Services	Reports To:	Fleet Foreman
FLSA Status:	Non-exempt	Pay Grade:	J
Department:	Public Works	Last Updated:	<u>February 4, 2019</u> TBD

Purpose of the Position

The Mechanic is responsible for the daily maintenance and repair of automotive and heavy equipment for the Village of Weston. The employee is expected to work semi-independently under the direction of the Fleet Foreman. The Director ~~or Deputy Director~~ of Public Works or designee provides direction and oversight on special projects and work assignments. There is frequent interaction with the general public and other Village departments. The Director of Public Works, or designee, reviews and evaluates job performance.

Essential Duties and Responsibilities

The general duties and responsibilities of the position are to perform routine daily maintenance activities for the village's equipment fleet ~~along with streets and drainage infrastructure~~ and to respond to emergency needs as required. The following is a description of some of the specific duties and responsibilities for this position. These are not to be construed as exclusive or all-inclusive as other duties may be required and assigned:

- Performs automotive and heavy equipment service, maintenance and repair.
- Maintains vehicle functional condition by listening to operator feedback; conducting inspections and performing preventive maintenance.
- Diagnoses and repairs failures of all types: engines, transmissions, hydraulic, electronics-computer, electrical, suspension, drive train, fuel system, chassis and other mechanical components.
- Replaces parts and components on a wide variety of small equipment, automotive, heavy machinery and attachments.
- Rebuilds and repairs several types of specialty equipment and attachments.
- Up-fits new equipment to meet the special requirements of the Village.
- Welds and fabricates components or attachments as needed.
- Maintains vehicle records by recording service and repairs.
- Provides roadside service repairs.
- ~~Operates heavy equipment.~~
- Subject to work outside of a normal work hour/week schedule as weather or circumstances dictate: i.e. snow, tornados, etc.
- Reviews with the Fleet Foreman the equipment needs for the Village.
- Foster a productive and collaborative work environment by coordinating work efforts with other Village departments and employees.

Additional Duties and Responsibilities

- Perform related work as required or assigned by the Fleet Foreman.
- Responds to public and other Village department complaints in emergency situations.
- May work with other Village departments.
- Serves in role of Public Works Fleet Foreman during their absence.

Job Requirements

High school diploma or equivalent supplemented by formal course work in heavy equipment and truck repair and one to three years professional experience in mechanic repair or any combination of training and experience which provides the knowledge, skills and abilities to perform the job.

Possession of a valid Class A Commercial driver's license (CDL) issued by the State of Wisconsin with N endorsement is required.

ASE (Automotive Service Excellence) certification for medium-heavy truck repairs is desirable.

Candidate must be a team player and able to undertake assigned tasks in a respectful, safe, efficient manner.

Performance Specifications

- Able to perform all of the essential duties performed by a Public Works Maintenance Worker.
- Working knowledge of diesel and gasoline engines, hydraulic and electronic failure diagnosis and repair.
- Knowledge of welding, fabricating and equipment maintenance.
- Ability to work with hand and power tools.
- Ability to perform basic mathematical calculations.
- Ability to follow directions, complete work and establish priorities.
- Ability to perform complex diagnostic procedures using computers and diagnostic tools.
- Ability to cooperate and communicate with other members of the staff, supervisor and public.

Work Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 50 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

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 Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities 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.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – 2/5/2024
Description:	Creation of a Staff Engineer Position
From:	Michael Wodalski, Director of Public Works
Question:	Does the HR Committee Recommend the Village Board create the position of Staff Engineer?

Background

At the January 15, 2024 Village Board Meeting, it was requested that staff take a proposal to create a Staff Engineer Position to the HR Committee in February based on my report to the board. In the report, I noted that Deputy Director Raczkowski is planning to retire in late spring/early summer 2024 (date yet to be determined, but will be prior to July 1).

I noted in my report that as I look at future staffing/recruiting for this position, we should look at a restructuring of the department with the creation of a Staff Engineer position and then backfill a Street Superintendent Position.

Purpose of the position:

The main focus of the Staff Engineer would be to manage the Capital Improvement Projects with the skills and ability to design and oversee the more routine Infrastructure Projects. Currently, the Village has ~20 Capital Projects in some phase of planning, design, construction, and post-construction close-out. This is a lot of projects for one person to handle with one of those elements being working with the 8 different consulting firms, 5 different inter-municipal agreements, 5 different State Grants (DOT and DNR) as well as the day to day oversight of the department.

The Staff Engineer wouldn't be tasked with all of the above, but by having an individual capable of designing projects in-house as well as overseeing the work, consulting fees would be reduced and staff would be able to handle all elements of the project. The attached draft job description is based on the anticipated duties of the position. I utilized job descriptions from other municipalities that have a staff engineer / civil engineer job description. I'd envision this person to be a degreed Civil Engineer with an ability to gain their Professional Engineer's (PE) license. I do have my PE so if we hired someone without that initially, they could still do the design work as long as I sign/stamp off on the work.

Position History:

Historically, the Village did have Engineering Services in-house. Most recently was in the mid-2000s. The individual in that position ended up leaving to become a Public Works Director and the capital projects load was getting lower and the position was not filled. Right now, our Capital Plan has at least 1-2 projects for the next 5 years that this

REQUEST FOR CONSIDERATION

individual would be responsible for. Once those are done, there is at least 10-15 more miles of roadway and watermain that would be slated for reconstruction through the 2030's so I don't foresee a workload shortage in this position as that watermain will be 70+ years old and will be due for replacement.

I have a revised organization chart attached as well showing how these positions would be aligned within the Public Works Department.

Funding the Position:

For funding the position, I would recommend the majority of the funding come from the Capital Projects Fund (which is where the consultant fees are currently paid from). However, we do annually budget money for Engineering in the utilities with the 2024 Budget having:

- \$75,000 for the Water Utility (general water modeling and minor rehab/reconstruction services)
- \$15,000 for the Sewer Utility (Sewer/Manhole lining services)
- \$20,000 for the Storm Water Utility (SWMP updates and reviews)
 - o \$110,000 Total in the utility budgets

Hence, if we hire someone in the \$80,000 - \$85,000 and they don't get started on a project right away, we do have \$110,000 already budgeted in 2024 for Engineering Services. We also have a few projects that currently don't have a contract for Construction Services yet (Jelinek and Summit below) which an in-house engineer could also work on to reduce costs on those two projects.

As a frame of reference, the most recent engineering contracts we awarded in 2023, which I would envision a Staff Engineer would be able to handle, are:

- \$38,000 Jelinek Repaving Design – Likely will need a small construction services contract yet in 2024
- \$310,000 E Jelinek and Von Kanel Reconstruction (Design and Construction Services)
- \$328,000 Fuller St (Design and Construction)
- \$31,350 Summit Ave (Design only for water replacement, construction services still to come)

The Jelinek Repaving and Summit Ave project are definitely projects that could be done in-house and that's nearly \$70,000 just for design on those projects. I'm guessing we'll have another \$30,000 - \$40,000 for construction services on those. Some of the DOT grant funded STP projects we'd still look to hire out or a larger project like Weston Ave or a Well House/Treatment Plant, but the routine utility replacement and street reconstruction projects would be items we'd do internally. The E Jelinek and Von Kanel project is probably as big of a project as we'd want to tackle, but likely is doable as long as enough time is given.

REQUEST FOR CONSIDERATION

Position Compensation:

As far as compensation, this position would align with the Grade N positions from the PAA study of similar positions. Additionally, Appleton, DePere, Grafton, Suamico, Eau Claire and Stevens Point currently have job advertisements out for staff engineers and Grade N would seem to fit in what other communities are advertising for as well. Grade N has a starting rate salary of \$80,177 and a Market Average of \$91,630.86.

Overall, the Director recommends adding this position to the organization to aid in reducing the cost of future capital expenses as well as provide greater capacity for in-house services.

**Attached Docs: - Job Description
- Proposed Organization Chart**

Committee Action: N/A

Fiscal Impact: - ~\$85,000 for a salaried position, benefits costs would be additional. Position would be paid for out of Capital Projects Fund as well as utility funds as allocated based on projects being worked on.

Recommendation: Staff recommends creating the Staff Engineer position.

Recommended Language for Official Action

I move to recommend the Village Board approve the job description and creation of the Staff Engineer Position.

Or, Something else

Additional action:

VILLAGE OF WESTON JOB DESCRIPTION STAFF ENGINEER

Division:	Services	Reports To:	Director of Public Works
FLSA Status:	Exempt	Pay Grade:	N
Department	Public Works & Utilities	Last Updated:	February 2024

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 general direction and supervision of the Director of Public Works & Utilities the Staff Engineer performs professional level work with drafting/CADD, survey, inspection and construction management of Village Projects. The position is responsible for drafting construction/engineering documents using Auto CADD; responsible for designing and inspecting Public Works construction projects to ensure quality construction; and collects and processes field survey data.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive, other duties may be required and assigned:

1. Prepares constructions plans, specifications and miscellaneous drawings as required
2. Utilizes CAD and GIS software for design and record keeping
3. Assists with the preparation of technical reports, agreements and studies
4. Submits required permits for public works projects
5. Attends and presents at public meetings as needed regarding public works projects
6. Observes and inspects construction practices/techniques of contractors in public works projects
7. Maintains a daily record of all work performed, records measurements, and completes daily reports
8. Acts as a liaison between the contractor, Village staff and the general public
9. Organizes and updates as-builts and other records
10. Assists with GIS updating and utilization
11. Assists Public Works Director with infrastructure inventory, creation and maintenance
12. Competently operates survey instruments, including GPS, total station, data collector, auto level and various hand tools
13. Competently gathers and displays survey data, including topological and design data
14. Performs survey work for various Village departments as requested
15. Responsible for stormwater compliance with the Village MS4 Permit
16. Experience in stormwater management design, Municipal MS4 regulations and environmental permitting.
17. Stormwater Plan Review such as using WinSLAMM and HydroCAD, Grading and Erosion control Best Management Practices

Additional Duties and Responsibilities

- Assists the Director of Public Works with various duties and assignments dealing with Public Works and Utility Projects, Programs and Operations
- Perform related work as required or assigned by management staff.
- Perform any other task which the employee is asked to perform.

Education and Experience

- Bachelor's degree in Civil Engineering, or any combination of education and experience that provides equivalent knowledge, skills and abilities in the areas of public works, utilities, budgeting and management..
- Registration as a Professional Engineer in Wisconsin is highly desirable or ability to obtain professional registration within four (4) years of hire..
- A valid motor vehicle operator's license is required.

Performance Specifications

- Assures that projects are implemented within schedules adopted by the Administrator and /or Board of Trustees.
- Follows time lines prescribed for public works projects bids and public hearings.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of Civil Engineering pertaining to public works and utility projects.
- Knowledge of principles and practices of government administration, management and supervision
- Knowledge of Civil Engineering design software (AutoCAD Civil 3D, ArcGIS, WinSLAMM, HydroCAD, etc.)
- Knowledge and skills in surveying, drafting and plan reading.
- Ability to utilize a variety of advisory and design data and information such as budget reports, contracts, statistical and narrative reports, requests for proposals, technical specifications, capital improvement requests, municipal code, State statutes, construction manuals, construction plans, traffic manuals, photos, maps, plats, accounting methods and engineering manuals.
- Ability to communicate orally and in writing with elected officials, appointed committee members, the general public, Village personnel, attorneys, contractors, developers, news media representatives, students and civic organizations.
- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning in performing synthesis functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator, telephone, drafting instruments, motor vehicle and dictation machines.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to perform basic functions of all MS Office suite products.

Work Environment

Ability to work under moderately safe and uncomfortable conditions where exposure to environmental factors such as noise, machinery, electrical currents, or toxic agents/chemicals can cause discomfort and where there is a risk of injury.

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.

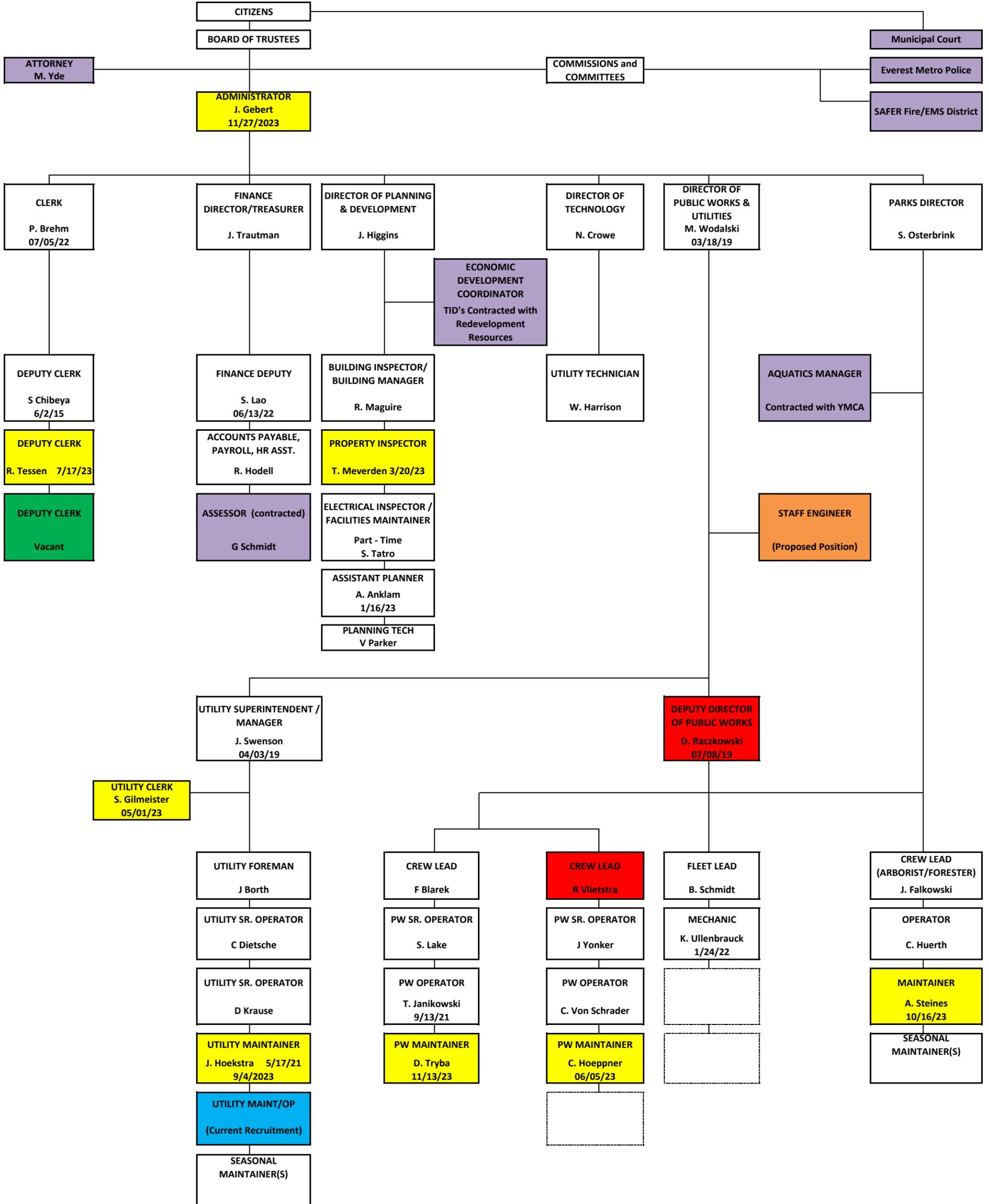
Printed Name: _____ Signature: _____ Date: _____

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 Organizational Chart (1/22/2024)

Monday, January 22, 2024



- New Hire (less than 12 months in current position)
- Current Recruitment
- Proposed New Position
- Contracted Position/Service
- Vacancy
- Planned Retirement

VILLAGE OF WESTON, WISCONSIN
RECOMMENDED PAY PLAN 2024 (2023 +3%)
26-Sep-23

Grade	Position	Minimum	Market AVG	
			Mid-Point	Maximum
T	Administrator	\$ 114,689.47	\$ 131,073.68	\$ 157,288.42
		\$ 55.14	\$ 63.02	\$ 75.62
S		\$ 105,395.78	\$ 120,452.32	\$ 144,542.78
		\$ 50.67	\$ 57.91	\$ 69.49
R	Director of Public Works	\$ 96,102.09	\$ 109,830.96	\$ 131,797.15
		\$ 46.20	\$ 52.80	\$ 63.36
Q		\$ 91,565.20	\$ 104,645.94	\$ 125,575.13
		\$ 44.02	\$ 50.31	\$ 60.37
P	Director of Finance Director of Planning & Development	\$ 87,028.31	\$ 99,460.92	\$ 119,353.10
		\$ 41.84	\$ 47.82	\$ 57.38
O	Director of GIS & Technology Director of Parks & Recreation	\$ 83,556.69	\$ 95,493.36	\$ 114,592.03
		\$ 40.17	\$ 45.91	\$ 55.09
N	Deputy Director of Public Works Utility Superintendent	\$ 80,177.00	\$ 91,630.86	\$ 109,957.03
		\$ 38.55	\$ 44.05	\$ 52.86
	Staff Engineer			
M		\$ 76,378.23	\$ 87,289.41	\$ 104,747.29
		\$ 36.72	\$ 41.97	\$ 50.36
L	Clerk Building Inspector/Building Manager	\$ 70,970.73	\$ 81,109.41	\$ 97,331.29
		\$ 34.12	\$ 38.99	\$ 46.79