

VILLAGE OF GERMANTOWN
N112 W17001 Mequon Road
Germantown WI 53022

MEETING: **SPECIAL PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **MONDAY, DECEMBER 21, 2015** ***6:30 P.M.***

LOCATION: Village Hall Board Room

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wisconsin Statutes, in such form that will apprise the general public and new media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairman Kaminski, Trustees Miller, Warren and Zabel
- III. **NEW BUSINESS:**
 - A. Authorization to Fill Vacant Positions Within the Public Works Departments
- IV. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

*** Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: December 21, 2015

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Fill Vacancy – Wastewater Utility

SUBMITTED BY: Timothy Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

Staff is requesting permission to fill a vacancy for a wastewater operator position within the Utility. The vacancy was created by the transfer of an employee within the department to the Highway Department effective December 15, 2015. The Wastewater Utility operates with four fulltime hourly employees. The loss of one position represents a 25% reduction in the workforce. The Wastewater Utility has not added staff since 1999 and currently operates at an optimized level with a staff of four providing services for the Utility, Recycling Center, and Diggers Hotline.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER

RECOMMENDATION:

Staff recommends filling the vacancy in the Wastewater Utility as soon as possible with a second candidate from the last application pool. Staff asks that the Public Works and Highways Committee, per the Policy and Procedure Manual, review and evaluate the need and appropriateness of filling this position and forward on to the Village Board with a positive recommendation.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: Utility Maintenance Operator - Wastewater
Department: Wastewater Utility
Pay: \$22.38
How long was the previous personnel in position: 1.5 years

Can the Position be:

Deferred for a period of time? Yes: No: X

Why: This is a skilled position requiring months of OTJ before an individual can perform the job with minimal supervision. This vacancy represents a 25% reduction in the Utilities available workforce.

Transferred or shared with existing staff: Yes: No: X

Why: The nature of the job typically requires working in pairs for safety reasons. Limiting staffing to three personnel may result in unsafe work practices and or delays on completing tasks.

Consolidated with another position? Yes: No: X

Why: The Public Works Department already operates at a deficient level of staffing. The Utility has not added staff since the 1999 budget year and the Highway Department since 1989. We currently share staff throughout the Public Works Department to accomplish large tasks, emergencies, and snow removal.

Privatized/Contractual?: Yes: No: X

Why: Nature of the work performed. Emergency response.

** Attach current job description and department organizational chart and submit to Larry Ratyczak.

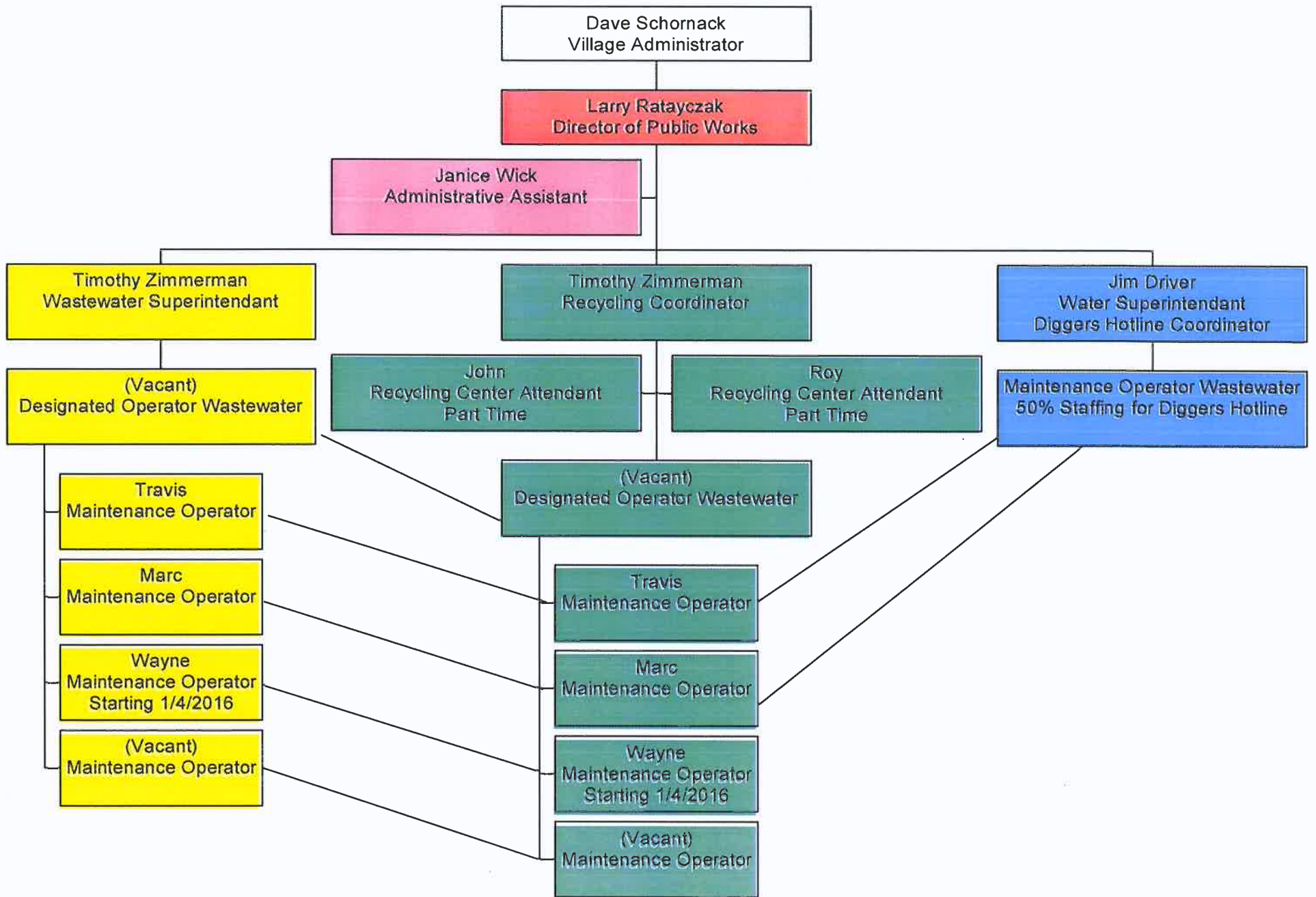
Department Director
Signature/approval

Date

Village Administrator
Signature/Approval

Date

Wastewater Utility Organization Chart



UTILITY MAINTENANCE OPERATOR - Wastewater

GENERAL STATEMENT OF DUTIES:

Performs a variety of manual tasks in maintaining and operating wastewater pumping stations and the wastewater collection system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a variety of tasks in maintaining and operating the wastewater collection system in accordance with the Milwaukee Metropolitan Sewerage District (MMSD), Wisconsin Department of Natural Resources (WI DNR), and the United States Environmental Protection Agency (USEPA) standards. The employee in this class will perform a variety of tasks in maintaining and operating the wastewater collection system in accordance with established procedures. The employee will use their acquired knowledge in operating trucks and heavy equipment, and other duties required. Work performed under this classification will report to the Superintendent of Wastewater Utilities.

EXAMPLES OF DUTIES: (Illustrative Only)

Performs repairs to electric motors, pumps, auxiliary engines, control panels, and other equipment in the collection system;

Operation and maintenance of the SCADA system, to include the computer, remote telemetry units and all associated software;

Operate, maintain and test all auxiliary power generation equipment;

Televise, clean, and maintain the collection system, including trunk sewers, branch sewers, force mains, wet wells and the metering station;

Cleans & televises storm sewer systems and makes recommendations for repair;

Repair and rebuild sewer manholes;

Perform inspections of discharges to the collection system for verification of compliance with all applicable discharge regulations;

Perform maintenance on all departmental vehicles and equipment;

Respond to emergency situations throughout the system in a timely manner;

Required to carry and utilize a two-way radio and cell phone and be responsible for all emergency situations during the scheduled time period;

Read as-built and quarter section maps and accurately mark locations of sewer lines, water lines, storm sewer lines, and street and traffic signal cables, hand dig to locate curb stop boxes as needed in conjunction with diggers hot line;

Does masonry work;

Operate snow plows and salting equipment as required;

Operate a chain saw in removing trees and brush;

Pick up trash and debris;

Cuts grass in parks and utility sites;

Assists in keeping the Village garages, buildings and pump stations in a clean and orderly condition;

Operate a dump truck hauling, gravel, dirt, salt, fill or other related materials;

Operate heavy equipment as assigned;

Perform maintenance on gas and diesel vehicles or other equipment as assigned;

Fill out work sheets allocating time spent on various projects;

Assist in Water Utility operations as assigned;

Operate gate valves;

Communicate with utility customers in a courteous manner;

Other duties as may be assigned.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles relating to the operation of a wastewater collection system. The ability to develop and maintain an effective relationship with the public and to communicate both verbally and in writing.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Completion of standard high school course work supplemented by studies in mechanics and electrical wiring and controls, or any equivalent combination of experience and training which provides the required knowledge, skill, and ability. Considerable knowledge of maintenance and repair procedures of mechanical and electrical equipment used in the conveyance of wastewater. Experience in collection system maintenance procedures and principles, good physical condition, and the ability to enter into, and complete work assignments in confined space areas and be physically able to use self-contained breathing apparatus. The ability to maintain records of inspection and maintenance of all equipment and to verify that discharges into the system are in compliance with all present permits and regulations. The ability to read gauges and meters accurately and to follow oral and written work instructions. The applicant must possess a valid Motor Vehicle Operators Certificate issued by the State of Wisconsin. Applicant must have a class "B" CDL drivers license with "N" Endorsement at the time of hire. Residency in the Village of Germantown is not required, but a reasonable response time in the event of emergency recall is required.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to climb ladders, climb stairs, walk through mud and on irregular surfaces, climb over construction debris, and have a good sense of balance. Good corrected vision both near and far is required. The ability to communicate via a two-way radio is required. Work will be performed under all weather conditions.

The employee must have the physical ability, strength and mobility necessary to complete the duties independently and in concert with others; the ability to repetitively lift and move objects weighing up to 90 pounds without assistance approximately ten times per day, and to lift and move objects weighing up to 200 pounds in concert with others approximately five times per week.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Prepared by: Director of Public Works
Updated: September 2015