

VILLAGE OF GERMANTOWN
N112 W17001 Mequon Road
Germantown, WI 53022

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

DATE AND TIME: **MONDAY, FEBRUARY 5, 2018** ***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 Campbell, Warren and Zabel
- III. **NEW BUSINESS:**
 - A. Authorization to Fill Vacant Position – Village Engineer
 - B. Authorization to Fill Vacant Position – Highway Dept. Mechanic I
- 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: February 5, 2018

AGENDA ITEM: New Business

A

ITEM TITLE: Authorization to Fill Vacancy-Village Engineer

SUBMITTED BY: Lawrence W Ratayczak, P.E., Director of Public Works

SUMMARY EXPLANATION:

Director of Public Works is recommending filling the soon to be vacant Village Engineer Position due to the resignation of the current Village Engineer (John Lanning).

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

- Employee Vacancy Justification Worksheet
- Position Description
- Organizational Chart

RECOMMENDATION:

Staff is recommending that the Public Works Committee forward to the Village Board, with a positive recommendation, to fill the vacancy of the Village Engineer position.

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, resignation, 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: Village Engineer

Department: Department of Public Works / Engineering

Pay: range: \$79,410.80 / \$89,811.48 / \$97,690.54 ///// current \$89,036.00

How long was the previous personnel in position: 18 months

Can the Position be:

Deferred for a period of time? Yes **No**

Why: The position is a Department Head position responsible for the management of three permanent and 2-3 summer intern positions. In addition, this position is responsible for the design, construction and project management of the Village's annual new construction projects.

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

Why: This position cannot be shared with existing staff. This position is required and needed to be filled by a licensed engineer and the only other licensed engineer is the Director of Public Works whose schedule does not allow time to perform both positions.

Consolidated with another position? Yes **No**

Why: This position cannot be consolidated with another position due to the number of responsibilities and variety of duties carried out by this position.

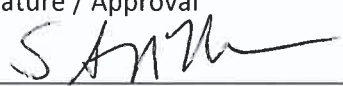
Privatized / Contractual? Yes **No**

Why: This position does not lend itself to be privatized due to the daily interaction required between engineering staff and other departments. The loss of this interactive communication would result in a decrease of production within the department and valuable input of direction and information to other Village departments.

** Attach current job description and department organizational chart and submit to:



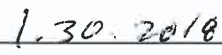
Department Director
Signature / Approval



Village Administrator
Signature / Approval



Date



Date

**Village of Germantown
Job Description**

Job Title: Village Engineer

Department: Engineering

Reports To: Director of Public Works

FLSA Status: Exempt **Pay Grade:** 23

Dates Modified: January 31, 2018

Selection: Village President, Village Administrator and Director of Public Works

RESPONSIBILITIES OF POSITION:

The main responsibilities of this position are to manage and direct the duties and functions of the engineering staff. The Village Engineer must be able to apply professional engineering knowledge and skills for the design and implementation of public works projects. The Village Engineer must act in a professional manner with respect to the Village staff, the public, the elected officials and other appointed commissioners.

GENERAL STATEMENT OF DUTIES:

The Village Engineer will perform and/or direct engineering work involving design, review, investigation, development, maintenance, and construction of public works projects within the Village of Germantown. The Village Engineer acts as a technical resource to the Village Board and associated government committees. The Village Engineer assists the Public Works Director with Public Works Committee meetings. The Village Engineer is responsible for directing work for the engineering staff and working with the Public Works Department.

This position may also perform related services associated with administering permits, compliance with governing regulatory agency requirements, design of public works projects, review and oversight of private development projects, mapping, recordkeeping, MS4 program and all other engineering-related services as directed by the Village Engineer.

The Village Engineer must have the ability to communicate clearly and concisely either verbally or in written form.

**Village of Germantown
Job Description**

EXAMPLES OF DUTIES PERFORMED:

- Supervise and delegate work to engineering staff;
- Establish criteria for design and construction of public works projects;
- Perform design work and field investigation on in-house design projects for street and utility system expansions, replacements, or upgrades;
- Confer with developers to relate Village requirements for expansion of streets and utilities within proposed subdivisions or other developments;
- Coordinate work performed by engineering consultants for the Village;
- Receive complaints and problems from residents and work to resolve problems if possible;
- Attend the Village Planning Commission meetings (as required);
- Attend the Public Works Committee meetings;
- Attend various other public meetings as needed;
- Conduct informational meetings as needed for public works projects;
- Schedule the construction of public works projects;
- Maintain documentation of public works construction projects;
- Assist with the preparation of the annual capital and operating budget;
- Prepare ordinance amendments as needed;
- Review subdivision plats, certified survey maps, and site development plans for compliance with Village standards and ordinances;
- Solicit engineering firms and/or contractors for completion of public works projects;
- Supervise site inspection services for development projects;
- Work with Building Inspectors as needed prior to issuance of building permits;
- Coordinate permits and review for public works projects with the State regulatory agencies;
- Attend training programs and seminars and promote the professional development of staff;

Village of Germantown Job Description

- Engages in long-range planning
- Manages WDNR storm water permit illicit discharge detection & elimination, education & outreach, annual reports and watershed-based permit development & MS4 program
- Assists with counter customer service
- Requires prompt, predictable and regular physical attendance at Village Hall, worksites and other designated locations
- Lawfully operates a motor vehicle, including Village assigned vehicles, and maintains ability to travel throughout and enter all different properties in the jurisdiction or as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's Degree in Civil Engineering from an ABET-accredited university and five to seven years' experience in a progressively responsible management position in charge of a variety of engineering staff and large construction projects or any combination of experience that provides equivalent knowledge, skills and abilities. Must possess solid verbal and written communication skills; practical knowledge of civil engineering practices and principles; computer skills associated with AutoCAD, MS-Outlook, MS-Word, MS-Excel and MS-PowerPoint software. Basic working knowledge of modern survey techniques.

Wisconsin P.E. certification is a requirement at time of hire.

Possession of and maintenance of a valid unencumbered Wisconsin Driver's License is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to utilize a computer or other electronic screen for extended periods of time and use other office equipment.

Ability to work in and perform physically laborious movements in various Wisconsin weather conditions from heat and rain to snowy and icy conditions.

Ability to climb ladders; frequently climb stairs; operate in confined spaces; walk through construction sites; routinely traverse irregular surfaces; occasionally lift and/or move up to 50 pounds; frequently bend and twist; occasionally crawl; and sit for extended periods of time.

**Village of Germantown
Job Description**

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.

Ability to work in both field and office environments; concurrently and efficiently work on multiple projects and tasks; perform field work in all Wisconsin weather conditions.

SELECTION GUIDELINES, REASONABLE ACCOMMODATION, AND RECEIPT:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

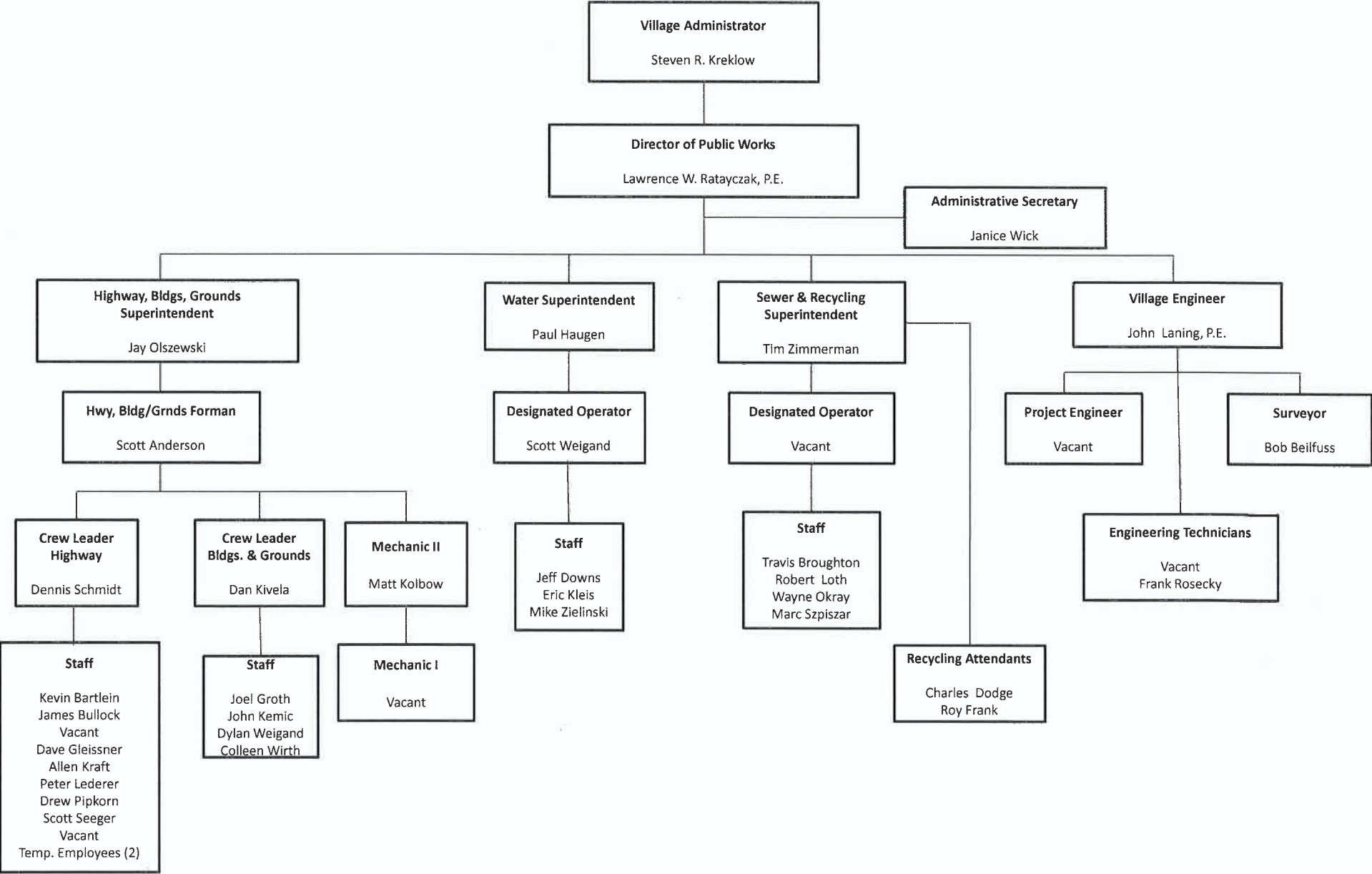
The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by the Director of Public Works on January 31, 2018

I have received the job description and I understand the duties of the position. I will ask any questions about any duties within the description or assigned to me that I do not understand.

Name: _____

Date: _____



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

MEETING DATE: Monday February 5th, 2018

AGENDA ITEM: New Business **B**

ITEM TITLE: Authorization to fill vacancy- Mechanic Position
Highways, Parks, Buildings and Grounds

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is requesting authorization to fill a vacancy created with the resignation of a Mechanic/Laborer. This position is necessary to maintain the level of service we currently provide.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends filling the vacancy of a Highway, Parks, Buildings and Grounds Mechanic.

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, resignation, 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: Mechanic I

Department: Highway Parks Buildings and Grounds

Pay: \$22.96 - \$26.99

How long was the previous personnel in position: 17 years

Can the Position be:

Deferred for a period of time?

Yes

No

Why: To provide essential level of service to internal and external customers the position must be maintained.

Transferred or shared with existing staff:

Yes

No

Why: No other employees possess the ASE required certifications.

Consolidated with another position?

Yes

No

Why: Fleet and Village have grown to a level that exceed the staffing as it exists. Consolidation would only exaggerate that problem.

Privatized / Contractual?

Yes

No

Why: This was attempted in the past with portions of the work load and it was found to be inefficient and costly.

** Attach current job description and department organizational chart and submit to:

Lawrence Kataygok

Department Director

Signature / Approval

S.A.N. W.

Village Administrator

Signature / Approval

1/31/2018

Date

1.31.2018

Date

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

Job Title: Mechanic I

Department: Department of Public Works

Reports To: Highways, Parks, Buildings & Grounds Superintendent

FLSA Status: Non-Exempt

Dates Modified: January 31, 2018

Selection: Highways, Parks, Buildings & Grounds Superintendent

GENERAL STATEMENT OF DUTIES:

This is a skilled position required to work and maintain all of Village vehicles under the direct supervision of the Mechanic II position.

DISTINGUISHING FEATURES OF THE CLASS:

Work assignments will be provided by the Superintendent of Highways, Parks, Buildings & Grounds and/or Foreman. While conducting vehicle maintenance, the Mechanic II position will have supervisory authority over this position.

EXAMPLES OF WORK: (Illustrative only)

Assists with mechanical, hydraulic, electrical, and body maintenance and any other necessary repair work on all Village of Germantown vehicles and equipment;

Makes diagnoses and repairs to equipment or vehicles such as engine repair and overhaul, replacing brake linings, changing tires, repairing broken braces or brackets, repairing generators, drive shafts, axles, springs, clutches, oil seals, bearings, wiring systems, and other miscellaneous items to insure proper operating conditions;

Performs welding operations on vehicles and equipment, and also performs soldering or brazing as required;

Performs tune-ups on engines, motors, carburetors, ignition systems, and other items as necessary;

Performs preventative maintenance on vehicles and equipment, including lubrication and oil changes;

Mount and repair snow plows;

Using a computer system, complete and maintain any and all necessary documents related to maintenance, oil changes, and lubrication both completed and scheduled;

Assure that all tools and equipment are in ready and safe operating condition;

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

Maintain a high standard of safety and good housekeeping, to include maintaining Village garage areas in a neat, clean, organized, and safe manner;
Use diagnostic equipment, when available, to assist in evaluating vehicle operation problems;
Assist in ordering parts and maintaining inventory and records of inventory as prescribed by Village procedures;
Check and compare quality and prices on all purchases to assure best buys for the Village;
Inspect, test, maintain and repair operating components within Village buildings and facilities, when practical and as assigned;
When emergency or other conditions require, work nights, weekends, overtime and at odd hours;
Perform related work as required and assigned and perform such additional duties as are necessary to the uninterrupted conduct of Village operations;
Plow snow and salts roads as required;
Fills out work sheets allocating time spent to various projects;

(This list of essential job functions is not exhaustive and may be supplemented as necessary from time to time.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge of methods and techniques used in vehicle and equipment maintenance and repair; ability to use all types of mechanic's tools and equipment; good oral and written communication skills; ability to follow written and oral directions; thoroughness; neatness; dependability; ability to assist and direct helpers that may be assigned; ability to use a computer to file and retrieve records of maintenance and repairs; ability to report for work in a prompt and timely manner and to be present for work on a regular and consistent basis; ability to work with limited supervision, demonstrating thoroughness, resourcefulness, good judgement and coordination; be well organized; have the physical ability, strength, and mobility necessary to operate or repair, move or remove and replace vehicle and equipment parts independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others approximately five times per week.

EXPERIENCE AND TRAINING REQUIRED:

High School, trade school graduate/equivalent. Applicant shall have a minimum of five years of actual experience, specifically in the field of fleet maintenance and repair of heavy equipment, attachments, light fleet, and small powered tools or units. Must attain within twelve (12) months an ASE Certificate in four of the following: gasoline engine, diesel engine, drive train, brakes, suspension, steering or electrical systems. This shall be maintained.

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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

ADDITIONAL REQUIREMENTS:

Applicant must have possession of and maintenance of a valid Wisconsin Class A, B CDL License with an N endorsement or the ability to obtain same within six (6) months of hiring.

Complete set of hand tools to perform general maintenance is required.

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

SELECTION GUIDELINES, REASONABLE ACCOMMODATION, AND RECEIPT:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received the job description and I understand the duties of the position. I will ask any questions about any duties within the description or assigned to me that I do not understand.

Name: _____

Date: _____

Prepared by: Director of Public Works
July, 2002
January, 2018