



Human Resources Committee Meeting Notice March 10, 2022

Human Resources Committee

Jay Bemke, Chairperson
Dean Veneman, Secretary
Sheri Evanson

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing on Thursday, March 10, 2022, at 4:45 p.m. The public may listen to the meeting by calling 1 (312) 626-6799, Meeting ID: 812 6214 8878. This meeting can also be viewed LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and is streamed LIVE on the City of Wisconsin Rapids Facebook page. The meeting will also be available "On Demand" on WRCM's YouTube channel 48 hours after the meeting takes place. Additionally, if persons would like to provide comments regarding items on an agenda, they may contact Chairperson Bemke at jbemke@wirapids.org before the meeting.

Agenda

1. Call to order
2. Discuss and consider for approval the proposed rates for Seasonal Laborers for DPW and Parks & Recreation. See attached.
3. Discuss and consider for approval the appointment of a Relief Supervisor within the Parks & Recreation Department as needed determined by the Parks & Building Superintendent.
4. Discuss and consider for approval modifying the Chief Operator position to Assistant Wastewater Superintendent position within the Department of Public Works. See attached job description.
5. Discuss and consider for approval modifying the Design Engineer II position to Assistant City Engineer within the Department of Public Works. See attached job description.
6. Update on combining of hiring policies.
7. Update regarding the wage study.
8. Adjournment.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

Current Rates

Budget \$12.18/hr	Hours				
	500	\$ 6,090.00	4 Seasonal @ \$12.00	\$	24,360.00

Proposed

\$	14.50	500	\$ 7,250.00		
		480	\$ 6,960.00		
		400	\$ 5,800.00		
\$	15.00	500	\$ 7,500.00		
		480	\$ 7,200.00		
		400	\$ 6,000.00		
\$	16.00	500	\$ 8,000.00		
		480	\$ 7,680.00		
		400	\$ 6,400.00	4 Seasonal @ \$16.00 @ 450 hr.	\$ 28,800.00
1 LTE @\$20.00 (CDL)			\$20,000.00		
1 LTE @\$16.00			\$16,000.00		
		\$60,360.00	\$ 64,800.00		Increase of \$4560.00

Avg. HR. in 2021
447

The City of Wisconsin Rapids Position Description

Name: Department: Wastewater
Position Title: WWTF Assistant Superintendent **Pay Rate:** \$30.90 **FLSA:** Exempt
Date: February 21, 2022 **Reports To:** Wastewater Superintendent

Purpose of Position

Performs a variety of skilled duties in directing and coordinating the collection and treatment of wastewater. Responsible for assessing the effectiveness of the process and making any process changes required for an effective and efficient treatment process. Troubleshoots various mechanical and automated systems and consults with the City Engineer and Wastewater Superintendent, as needed, to make decisions on corrective actions including the repair or replacement of the system or component parts. Responsible for ensuring that the plant meets State of Wisconsin DNR license and permit requirements, especially in effluent discharge. Meets with DNR personnel on compliance matters and follows up on specific concerns. Coordinates activity between shifts, operators, and crews as required. Assume the role of superintendent during his/her absence.

Work is performed in accordance with established department policy and within license and permit requirements. The individual in this position exercises considerable judgment in adjusting the process or making operational decisions within the specified guidelines.

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.

Serves as Lead in the laboratory, performs laboratory tests and trains laboratory workers to determine if adjustments are needed in process. Performs quality control tests and determines control limits for permitted tests. Makes any necessary changes to meet DNR discharge limits and quality control standards. Assists superintendent with DNR personnel on compliance matters and follows up on specific concerns. Maintains and updates laboratory quality manual for approval by Superintendent. Reviews and verifies lab data. Reviews and updates standard operating procedures in the laboratory for approval of Superintendent.

Operates and maintains chemical feed systems. Operates wastewater SCADA system. Maintains operation and repair records and prepares reports, including DNR reports, for submittal after Superintendent has reviewed and approved. Assists with scheduling and trains Operators. Collects samples for lab testing. Performs biosolids operations, including biosolids sampling, public distribution, and communication with landowners/public. Assists with plant and lift station operations

Generates monthly hauler billing statements. Assists in DNR reporting that includes; Air emissions, Quarterly sludge characteristics, and electronic discharge monitoring reports. Assists with industrial billing, accounts payable, and future project planning.

Performs various other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Thorough knowledge of Wastewater Treatment facilities, equipment, and operating principles and practices; knowledge of repair of pumps, motors, electrical equipment, instrumentation, building maintenance and repairs. Considerable knowledge of biosolids land application practices and Class A biosolids certification is required. Considerable knowledge of occupational hazards and safe work practices. Considerable knowledge of computers and SCADA systems and

experience using web-based computer programs and GIS. Five (5) or more years of experience in a wastewater treatment plant and collection system; valid Wisconsin Advanced Wastewater Operator Certification with subclasses including; biological solids/sludge handling, Processing and reuse, Biological treatment: Suspended growth, Disinfection, Laboratory, Nutrient removal, and Solids separation. A wastewater-related college degree, or equivalent experience is required. Valid Wisconsin Class B Commercial driver's license is required or have the ability to obtain within 1 year.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data. Ability to decide time, place, and sequence of operations within organizational framework.

Ability to counsel, mediate and/or provide first-line supervision. Ability to effectively communicate instructions to and mentor operators. Ability to persuade, convince, and train others in all aspects of plant operations. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as plant operation reports, flow charts, maintenance records, compliance reports, engineering drawings and reports, safety regulations, blueprints, work orders, billing invoices, personnel policies, correspondence and general operating manuals.

Ability to communicate orally and in writing with department personnel, engineers, City officials, utility company representatives, engineering technicians and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports. Ability to make accurate observations and recordings of plant operations.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions, such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable. Ability to delegate responsibilities when necessary.

Ability to maintain records and prepare accurate reports.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring complex and rapid adjustments and simple but continuous adjustments, such as vehicles, forklift, loader, process equipment, common hand/power tools, in-situ meters, ladders, and office supplies.

Ability to exert moderate, but not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Some tasks may risk exposure to temperature extremes, disease, odor, toxic agents, noise, machinery, smoke, wetness, humidity, dust, explosives and electrical currents.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

The City of Wisconsin Rapids Position Description

Name:		Department:	Public Works	
Position Title:	Design Engineer II	Pay Grade:	13	FLSA: Exempt
Date:	April 1998 Revised 7/2007 Revised 12/2010	Reports To:	City Engineer	

Purpose of Position

The purpose of this position is to direct public works projects, supervise and review engineering designs, supervise and direct inspection personnel, administer public works utility projects, and waste water utility ~~and solid waste disposal~~ programs. The work is performed under the direction of the City Engineer.

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.

Assists in supervising subordinate engineering design and construction inspection personnel. Assigns and reviews work including designs, cost estimates, survey information, specifications, cost studies, etc. Advises employees.

Assists in administering schedules and directs major sewer construction projects including extension and reconstruction projects. Consults with contractors, engineers, public officials and consultants to resolve problems. Reviews and approves payment requests.

Assists in reviewing and overseeing construction for conformance with approved plans and specifications. Advises contractor regarding variances and approved plan changes, or refers to higher authorities for approval.

Reviews and approves consultants' work.

Prepares more complex design plans, cost estimates, specifications ~~and~~ contracts and permit applications for public works projects.

Supervises and directs material testing program.

Assists in directing grant application preparation and administers grant funds. Conducts grant reviews, supervises cost accounting and contractor compliance.

Assists in directing and supervising preparation of public hearing data for sewer and special assessment projects. ~~Supervises special assessment calculation and billing.~~

Assists in developing and preparing sewer extension and sewer reconstruction program and budget. Assists with other budget and capital project plan preparation and presentation. Conducts technical review of projects. Monitors project revenues and expenditures.

Responsible for project design, cost estimates and material specifications.

Assists the City Engineer with the administration of contracts.

Attends and participates in public meetings as needed. Prepares and delivers staff reports and recommendations. ~~Provides staff assistance to Public Works Committee, Wastewater Commission and Recycling Board. Provides technical advice to the City Attorney regarding public works resolutions and ordinances.~~

Receives, resolves or refers complaints, questions and concerns from the public.

Directs and coordinates surveys and right-of-way acquisition for projects under the position jurisdiction.

Prepares ~~and negotiates~~ agreements related to ~~for solid waste disposal and~~ public works improvements.

~~Administers the city sewer use ordinance.~~

~~Administers city recycling program.~~

~~Assists in reviewing wastewater treatment plant budget and recommends sewer use rate changes. Administers the industrial monitoring program. Directs wastewater utility construction projects, reviews consultants' work. Directs annual sewer service billings.~~

~~Assists in directing and supervising the I&I program.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs duties of subordinates in their absence as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Registered Professional Engineer in State of Wisconsin or the ability to obtain within one (1) year.

Bachelor's degree in Civil Engineering, five years of progressively responsible engineering design and project management experience. Previous supervisory experience preferred, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin driver's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation 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 billing statements, budget reports, invoices, time sheets, purchase orders, contracts, specifications, technical study reports, flow charts, architectural drawings, diagrams, lab reports, personnel policies, performance evaluations, computer software operating

Design Engineer II

manuals, accounting methods, engineering manuals, grant applications, DOT manuals, ordinances, statutes, non-routine correspondence, guidelines and procedures.

Ability to communicate orally and in writing with consultants, utility company representatives, city department heads, city officials, department personnel, vendor representatives and the general public.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to perform and to interpret statistical calculations which include frequency distributions, reliability and validity of tests, regression and correlation techniques, and factor analysis.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer terminal, photocopier, telephone, fax machine, sewer monitor, drafting instruments and land survey equipment.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Some tasks may risk exposure to temperature extremes, toxic agents, noise, dusts, machinery, disease and traffic hazards.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

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