

City of Portage

Human Resources Committee Meeting

(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)

Thursday, January 24, 2013, 5:45 pm

Municipal Building, Conference Room One

Agenda

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

1. Roll call
2. Approval of minutes from previous meeting
3. Discussion and possible action on position descriptions for Municipal Services Crewperson and Public Works Foreman
4. Discussion and possible action on recommendation for Administrative Assistant/Receptionist and Administrative Secretary/Deputy Treasurer
5. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, January 15, 2013, 5:00 p.m.
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Jeff Garetson, Doug Klapper,
Michael G. Oszman

Excused: Kenneth Ebnetter and Rick Dodd

Also present: Stephen Hintz (PAA)

1. Roll call

The meeting was called to order at 5:00 p.m. by Mayor Jahn.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Klapper to approve the minutes of the January 10, 2013 meeting. Motion carried unanimously on call of roll.

3. Closed session

The committee will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for the City Administrator recruitment and selection process. Motion by Oszman, second by Garetson to go into closed session. Motion carried unanimously on call of roll at 5:03.

4. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 5:52 p.m.

Minutes prepared by Ken Jahn-Mayor (City of Portage)

**City of Portage
Position Description**

Name: _____ **Department:** Public Works
Position Title: Municipal Services Crewperson **Pay Grade:** Per Labor Agreement
FLSA: Non-Exempt
Date: ~~5/3/2004~~ January, 2013 **Reports To:** Public Works Superintendent

Purpose of Position

This position exists to perform street, sanitation, sewer and park maintenance and repair activities.

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.

- Performs street, sanitation and sewer maintenance: maintains streets and street signs and lights; collects and hauls garbage, refuse, leaves and brush; plows and hauls snow; trims trees; cleans and repairs storm and sanitary sewers; builds catch basins; maintains street decorations.
- Performs general Public Works duties: performs basic carpentry, concrete, asphalt and vehicle maintenance duties; hauls dirt, gravel and lead; paints roads install & maintain pavement marking, maintains and park buildings; erects voting booths; assists with surveying.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma and one to two years experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be able to possess a valid Wisconsin Commercial Drivers License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as mechanics tools, pick ax, shovel, rake, saws, power tools, cement tools, truck, snow blower, sweeper, front end loader and grader.
- Ability to walk, climb, dig, and lift up to 50 pounds unassisted.

Mathematical Ability

- Ability to add, subtract, multiply and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret and prepare a variety of documents such as sewer reports, invoices, vehicle maintenance slips, and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with members of the general public, co-workers, supervisors, elected officials, contractors, suppliers and vendors.

Environmental Adaptability

- Work is performed outside in varying weather conditions and at construction sites with corresponding hazards.

The City of Portage 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 employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

~~Administrative Services Coordinator~~

~~Date~~

**City of Portage
Position Description**

Name: Department: Public Works
Position Title: Public Works Foremen **Pay Grade:** Subject to Collective Bargaining Agreement
FLSA: Non-Exempt
Date: January, 2013 **Reports To:** Public Works Superintendent

Purpose of Position

The purpose of this position is to coordinate and direct daily assignments and work tasks of public works and maintenance personnel and coordinate scheduling for training, projects and events under the supervision of the Public Works Superintendent.

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.

- Performs on-site supervisory duties: instructs, coordinates, schedules and assigns public works crewpersons and parks maintenance personnel as directed by the Public Works Superintendent.
- Assists in the coordination and implementation of training requirements; makes recommendations regarding crew and equipment assignments and allocations; coordinates necessary notifications with Department Directors, contractors and general public for street closures or traffic detours, assists with implementation of City Safety and Health Program.
- Under supervision of Public Works Superintendent and in cooperation with the Chief Mechanic, coordinates public works maintenance and repairs of fleet vehicles and equipment, ordering of supplies and parts, and training on new equipment.
- Performs administrative duties: under supervision of Public Works Superintendent, coordinates determination and prioritizing of projects and tasks; provides information for payroll reports, job reports, purchase orders, invoices, and a variety of other reports, forms, correspondence, etc. Under supervision of Public Works superintendent, resolves complaints/concerns from the public and City officials, or refers complaints/concerns to appropriate person or agency.
- Performs Public Works Superintendent duties during his/her absence.
- Performs other duties as required or as directed by Public Works Superintendent.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma; three to five years related experience in construction and/or direct supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Driver's license and CDL license with endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of vehicles, off-road equipment and tools such as a patrol truck, front-end loader, compressor, sewer vacuum, service vehicles, locate equipment, 2-way radio and telephone.
- Ability to climb, dig, lift up to 50 pounds unassisted, walk, and operate a variety of off-road equipment.

Supervisory Skills

- Ability to instruct, assign, and coordinate multiple work functions of others.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as construction drawings, bills, invoices, and reports.
- Ability to communicate effectively with City personnel and officials, contractors, vendors, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions and at construction sites with corresponding hazards.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

Employee's Signature

Date

Supervisor's Signature

Date