

City of Portage
Human Resources Committee Meeting
Tuesday, August 4, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Mary E. Hamburg, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from the July 7, 2015 meeting.
3. Discussion and possible recommendation on proposed revisions to Director of Public Works position description.
3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments and conduct performance evaluation for specified employees.
4. Return to open Session.
5. Discussion and possible recommendation on proposed merit adjustments for Water Superintendent.
6. Discussion and possible recommendation on proposed merit adjustments for Waste Water Superintendent.
7. Discussion and possible recommendation on employee merit adjustment process.
8. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, July 7, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Rick Dodd, Doug Klapper, Mary Hamburg, Rita Maass & Marty Havlovic

Also Present: City Engineer Bob Redelings, City Administrator Shawn Murphy, Craig Sauer from Portage Daily Register & Bill Welsh, CATV.

1. Roll call

The meeting was called to order at 6:30pm by Mayor Tierney.

2. Approval of minutes from the May 5, 2015 meeting.

Motion by Maass, second by Dodd to approve minutes from the May 5, 2015 meeting. Motion carried unanimously on call of roll.

3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments for specified employees and 19.85(1)(e) to discuss proposed parameters for successor IAAF and WPPA labor agreements.

Motion by Dodd, 2nd by Havlovic to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments for specified employees and 19.85(1)(e) to discuss proposed parameters for successor IAAF and WPPA labor agreements. Motion carried unanimously on call of roll at 6:32 pm.

4. Return to Open Session.

Motion by Dodd, 2nd by Havlovic to return to open session. Motion carried unanimously on call of the roll at 7:59 pm.

5. Discussion and possible recommendation on proposed wage adjustment for Engineering Technician.

Motion by Tierney, 2nd by Klapper to recommend increase in Engineering Technician wages by 1.5% effective 7/6/15. Motion failed 3-3 with Maass, Havlovic and Dodd voting no.

6. Discussion and possible recommendation on proposed wage adjustment for Public Works Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Public Works Superintendent salary by 2.5% effective 7/6/15. Motion carried 5-1 with Maass voting no.

7. Discussion and possible recommendation on proposed wage adjustment for Water Utility Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Water Utility Superintendent salary by 1.7% effective 7/6/15. Motion failed 3-3 with Dodd, Havlovic and Maass voting no.

8. Discussion and possible recommendation on proposed wage adjustment for Waste Water Utility Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Waste Water Utility Superintendent salary by 1.7% effective 7/6/15. Motion failed 3-3 with Havlovic, Maass and Dodd voting no.

9. Adjournment

Motion by Maass, second by Dodd to adjourn the meeting at 8:06 pm. Motion carried unanimously on call of roll.

Submitted by Shawn Murphy

**City of Portage
Position Description**

Name:

Department: Public Works

Position Title: Director of Public Works/Utilities Manager

Pay Grade: ~~139~~

FLSA: Exempt

Date: August 2015

Reports To: City Administrator

Purpose of Position

Plans, organizes, directs and supervises the Department of Public Works, Waterworks, Wastewater Treatment facilities, ~~inspections and zoning~~. Functions include streets, ~~facilities management building maintenance, fleet management~~, storm sewer, ~~solid~~ waste collection and recycling, ~~vehicle maintenance~~ and other public works projects and programs.

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 administrative functions: develops, implements, interprets, and oversees policies, procedures, plans and projects; schedules work and directs staff; ~~administers personnel policies and agreements for employees and contracted staff~~, prepares and administers the Department budget; participates in capital planning for the Department; administers Department contracts; serves on and provides recommendations to various committees, provides direct service to the public; coordinates activities with other City departments and state and federal agencies; completes necessary reports.
- Performs engineering functions: designs, develops and reviews plans, maps, construction drawings and specifications for public works projects; conducts site inspections, coordinates improvements and repairs to City infrastructure; writes contracts and prepares bids for projects; coordinates activities of consulting engineers, ~~directs and supervises activities of engineering personnel~~.
- Oversees Public Works operations: coordinates and directs street, fleet, and storm sewer operations; ~~oversees building, plumbing, electrical, and HVAC inspections; coordinates inspections; answers inspection and zoning questions~~.
- Oversees Waterworks and Wastewater Treatment operations. Supervises/coordinates, schedules and directs operations, ~~and maintenance~~ ~~and personnel~~; prepares and administers annual budgets; assists in the development of a capital ~~plan~~ ~~improvement plans~~.
- Performs supervisory duties: makes recommendations regarding interviewing, hiring, selection, promotion, discipline and discharge of employees; delegates authority and responsibility to subordinates; conducts employee performance evaluations; ensures training requirements are met; ensures compliance with OSHA regulations and safety programs.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering ~~or related field~~ and ~~three to five~~ ~~or more~~ years engineering, ~~utilities or construction~~ experience ~~with at least 3 years supervisory experience~~ or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

~~Must be e~~Certification ~~ed~~ as a professional engineer by the State of Wisconsin, **desired but not required**. Must possess a valid Wisconsin 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 a vehicle, **office equipment, including** computers, surveying and drafting equipment, telephone and camera, fax machine and scanner.
- **Walking, standing and sitting for periods of up to 4 hours. Occasional lifting of objects up to 40 pounds or less. Ability to travel offsite for meetings, conferences, etc.**
- Ability to conduct on-site inspection of public works sites.

Supervisory Skills

- Ability to plan, instruct, assign, evaluate and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize principles of trigonometry, geometry; interpret descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as invoices, plans, laboratory reports, job applications, contracts, and grievances.
- Ability to prepare a variety of documents such as the Department budget, plans, specifications, profiles, maps, bills, meeting minutes, agendas, and various reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering books, statutes, the municipal code, specifications, plans, maps, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, elected public officials, organizations, state and federal agencies, media, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instruction from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions.

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

City Administrator

Date