



AMENDED - OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **Personnel Committee of the City of Stoughton**
Date/Time: **Monday, February 3, 2020 @ 6:00 pm**
Location: **Ed Overland Room - 381 E Main St, Stoughton WI 53589**
Members: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski and Mayor Timothy Swadley (ex-officio member)
City Personnel: Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, December 2, 2019 Personnel Committee meeting minutes
- 3 Communications/Updates
- 4 Discussion and possible action regarding schedule of the September Personnel Meeting which falls on Labor Day
- 5 Discussion and possible action regarding the updated Police Department position description Administrative Assistant to Office Manager
- 6 Discussion and possible action regarding Planning Department Custodian position description
- 7 Discussion and possible action regarding the Planning Department Engineer position description
- 8 ****Discussion and possible action regarding Fire Chief compensation**
- 9 Future Agenda Items
 - Parks & Recreation Structure
- 10 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

If you are disabled and in need of assistance, please call 873-6677 prior to this meeting.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

NOTE: For security reasons, the front door of the City Hall Building will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrances.

PERSONNEL COMMITTEE MEETING MINUTES

Monday, December 2, 2019 @ 6:00 pm

Ed Overland – Stoughton

Present: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski, Mayor Swadley and Director Gillingham

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, November 4, 2019 Personnel Committee meeting minutes.

Motion to approve Boersma, second Majewski, Approved 5-0

3. Director Gillingham reported:

Recruiting & Hiring

- Filled Tech Services Supervisor position with current employee Sarah Bukrey. Circulation Supervisor position is now open due to the transfer.
- Received eight internal applications for the Police Sergeant position. Expect panel to interview next week. Approved by the PFC, it will be Director Gillingham, Chief Leck and subject matter experts from area departments.
- The open officer position is due to the Sergeant internal promotion. Sixteen applicants have been selected to interview for the officer position. The testing was scheduled for last Saturday and ten applicants tested. There is scheduled make-up for this coming Saturday at the Police Department.
- Email update was sent to you regarding the Fire Chief position.
- There has been an offer extended for Children's Intern position at the Library and there is a second interview scheduled this week for the Teen Intern position.
- Generalist Skarda is off with her return date undetermined at this time

Upcoming

- Data entry into BS&A for all employees' benefits elected and pay increases and entry into each carrier for 2020 enrollment.
- Preparation of summary letters for each employee with benefit elections & pay increase.

4. **Discussion and possible action regarding the hiring process council approved 7/9/2019 Section II, Item III**

Director Gillingham read the section of the policy in question. The committee decided to remove the words "with a new position description" due to redundancy. The Committee recommended adding the Mayor to work with the Dept. Director & Human Resources Director on writing the position description. In the second paragraph, the Committee recommended that "If denied by the Personnel or Finance Committees" that the position be sent back to the Mayor for review & possible presentation to Council.

Motion to approve with the requested changes made, Boersma, second Bartlett, Approved 5-0.

5. ****Discussion and possible action regarding the process for requests for additional staff from department directors for the 2020 budget**

Director Gillingham stated that Council has denied requests for extra hours or more employees and has stated there is not enough money in the budget to right size employees. This year the budget is complete and passed so there will no further discussion regarding requests. If an employee leaves mid-way through the year there is extra money from that position being open

that can be used to hire in at a “right sized” wage. The Committee stated they would like all right sizing to come through Personnel but not regarding hours or extra employees. The Committee recommended that HR draft a policy that states that if an employee leaves only money allocated to that department be used to hire in and those funds only be used within that department.

Motion to draft policy Boersma, second Majewski, Approved 5-0

6. Future Agenda Items

- Parks & Recreation Structure
- Max on the pay scale – lump sum vs. hourly
- Rightsizing

Motion to adjourn Majewski, second Bartlett, Approved 5-0. Meeting adjourned 6:55pm.

City of Stoughton Position Description

Name: _____ **Department:** Library Planning & Development

Position Title: Custodian **Pay Grade:** _____ **FLSA:** N

Date: ~~July 2009~~ January 2020 **Reports To:** Director

Purpose of Position

The purpose of this position is to clean and maintain ~~Library~~ various City buildings and grounds such as but not limited to City Hall, Senior Center, Public Safety Building, Opera House Facility, Fire Department, Food Pantry and Public Works Facility.

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 ~~advanced~~ janitorial functions. Maintains facility cleanliness by using equipment for floor care, wall finishes, windows, restrooms, and general cleaning.
- Sweeps and mops floors and vacuums carpets in work areas or offices.
- Dusts and polishes furniture in work areas, including chairs and counters.
- Washes toilets, urinals, sinks, and other enamel fixtures in bathrooms.
- Replaces and maintains supplies of paper towels, toilet tissue and soap dispensers.
- Empties wastebaskets and disposes of trash.
- Cleans and maintains the kitchen/break areas for safe preparation of food
- Cleans and stocks restrooms,
clean and sanitize drinking fountains daily.
- ~~Maintains Library floors; vacuums carpeted areas, mops uncarpeted areas weekly or as needed.~~
- Deep clean carpet in high traffic areas semi-annually or as needed.
- Dusts or washes tables, counters, shelves, and all horizontal surfaces to hand height (70") weekly.
- Dusts or vacuums all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, radiators, ceilings, etc. monthly.
- ~~Empties wastebaskets and recycling; collects and disposes of litter and recycling daily or as needed.~~
- Washes glass doors and windows ~~daily.~~
- ~~Washes windows monthly or as needed.~~
- ~~Maintains Materials Safety Data Sheet Log.~~
- ~~Hangs and repositions wall hangings.~~
- Bundles cardboard ~~boxes, periodicals and books, for~~ boxes for recycling and disposes of as needed.
- Changes light bulbs as needed or report need to replace.

City of Stoughton

Position Description

Custodian

- ~~Cleans fish tank.~~
- ~~Maintains library grounds; clears sidewalks of leaves, litter. Not responsible for mowing or snow removal.~~
- Requisitions or purchases custodial supplies as required.
- ~~Performs fire alarm system tests monthly.~~
- ~~Provides assistance to staff regarding moving large items.~~
- ~~Assembles book carts, shelving, display units, etc. as required.~~
- Performs basic maintenance on Library building equipment and furniture; completes small paint jobs.
- Report building issues that need further repair.
- Maintains a good safety attitude, abides by all safety rules, reports unsafe conditions to the supervisor and is responsible for using provided safety equipment.
- Use of cleaning products, supplies and equipment properly and safely according to Safety Data Sheet requirements.
- Valid Driver's license and ability to drive is required to drive between properties.
- Performs other duties as assigned

Minimum Training and Experience Required to Perform Essential Job Functions

- High school ~~graduatediploma~~
- with ~~One~~ one to two ~~yearsyears~~ years² custodial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Wisconsin motor vehicle license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of building and grounds maintenance equipment including custodial supplies and equipment, carpentry tools, etc.
- Ability to frequently maneuver objects weighing up to 50 pounds.
- Ability to routinely walk, kneel, stoop, bend, crouch, climb, and balance.
- Ability to use hands to handle, feel, or operate object, tools, or controls and reach with hands and arms.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including builder's manual, assembly charts, etc.
- Ability to prepare time sheets, ~~fire inspection reports~~, and other documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- ~~Ability to use and interpret building construction terminology.~~
- Ability to communicate effectively with Library-City staff, Leadership and others verbally and in writing.
- Ability follow written and verbal instructions unsupervised.
- Ability to work independently to accomplish routine duties and to plan periodical cleaning functions of building maintenance, including but not limited to the ability to climb stairs and ladders.

**City of Stoughton
Position Description**

Custodian

- Ability to read warning labels and instructions.
-

Environmental Adaptability

- Ability to work effectively ~~outdoors~~ and independently under varying conditions with frequent exposure to unsanitary conditions.

~~This position has a 6-month probationary period.~~

The City of Stoughton 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 and current employees to discuss potential accommodations with the employer.

~~**APPROVED BY THE STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES ON 7/8/2009.**~~

I have reviewed and received a copy of this job description.

Employee's Signature

Supervisor's Signature

Date

Date

Stoughton *Wisconsin*

PLANNING DEPARTMENT

Custodian

SALARY RANGE: \$

PAY GRADE: 3

FLSA: N

REPORTS TO: Planning Director

SUMMARY OF POSITION:

The purpose of this position is to clean and maintain various City buildings such as but not limited to City Hall, Senior Center, Public Safety Building, Opera House Facility, Fire Department, Food Pantry and Public Works Facility

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Performs janitorial functions. Maintains facility cleanliness by using equipment for floor care, wall finishes, windows, restrooms, and general cleaning.
- Sweeps and mops floors and vacuums carpets in work areas or offices.
- Dusts and polishes furniture in work areas, including chairs and counters.
- Washes toilets, urinals, sinks, and other enamel fixtures in bathrooms.
- Replaces and maintains supplies of paper towels, toilet tissue and soap dispensers.
- Empties wastebaskets and disposes of trash.
- Cleans and maintains the kitchen/break areas for safe preparation of food.
- Deep clean carpet in high traffic areas semi-annually or as needed.
- Dusts or washes tables, counters, shelves, and all horizontal surfaces to hand height (70") weekly.

- Dusts or vacuums all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, radiators, ceilings, etc.
- Washes glass doors and windows.
- Bundles cardboard boxes for recycling and disposes of as needed.
- Changes light bulbs as needed or report need to replace.
- Requisitions or purchases custodial supplies as required.
- Performs basic maintenance on building equipment and furniture; completes small paint jobs.
- Report building issues that need further repair.
- Maintains a good safety attitude, abides by all safety rules, reports unsafe conditions to the supervisor and is responsible for using provided safety equipment.
- Use of cleaning products, supplies and equipment properly and safely according to Safety Data Sheet requirements.
- Performs other duties as assigned.

QUALIFICATIONS:

The ability to perform the Core Duties listed above and:

- High school diploma
- One to two years custodial experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Wisconsin motor vehicle operator's license required.

Language Ability and Interpersonal Communication Skills

- Ability to comprehend and interpret a variety of documents including builder's manual, assembly charts, etc.
- Ability to prepare time sheets and other documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.

- Ability to communicate effectively with City staff, Leadership and others verbally and in writing.
- Ability follow written and verbal instructions unsupervised.
- Ability to work independently to accomplish routine duties and to plan periodical cleaning functions of building maintenance, including but not limited to the ability to climb stairs and ladders.
- Ability to read warning labels and instructions.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percent's.

Physical Requirements

- Ability to operate a variety of building and grounds maintenance equipment including custodial supplies and equipment, carpentry tools, etc.
- Ability to frequently maneuver objects weighing up to 50 pounds.
- Ability to routinely walk, kneel, stoop, bend, crouch, climb, and balance.
- Ability to use hands to handle, feel, or operate object, tools, or controls and reach with hands and arms.

Environmental Adaptability

- Ability to work effectively and independently under varying conditions with frequent exposure to unsanitary conditions.

EQUAL OPPORTUNITY EMPLOYER:

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Engineering Technician (Draft Responsibilities, Experience & Education) – 12-2-19

The ideal candidate would be a self-motivated, responsible individual who enjoys applying engineering fundamentals while overseeing construction tasks, interpreting plans and specifications, solving technical challenges, documenting progress, and communicating and working as part of a team. This job requires the ability to work in both a field and office environment and may require extended periods of time in the field, accessing work areas by foot, ladder, elevated platform, etc.

Primary Responsibilities

- Conduct field inspections of existing sidewalks, document replacement or repairs that are needed.
- Prepare preliminary assessment schedules for sidewalk & curb and gutter projects; prepare communications with property owners and answer questions on assessment process and the work to be completed. Prepare final assessment schedule based on actual work completed to City standards.
- Assist with management of major public construction projects and provide on-site construction engineering and inspection to ensure conformance of completed work to contract plans, specifications and applicable standards.
- Review and respond to submittals, correspondence, and other project documents.
- Communicate regularly and effectively with project team and stakeholders to ensure the success of projects.
- Perform stormwater illicit discharge inspections. Document inspections and pursue corrective actions.
- Conduct permit required inspections of stormwater outfall structures and report findings.
- Perform stormwater permit documentation and reporting activities along with preparation of annual report.
- Review stormwater and erosion control permit applications for compliance with regulations. Follow up with on-site inspections to insure compliance; work through progressive enforcement techniques to bring into compliance when necessary.
- Organizes electronic files of construction plans and associated project paperwork.
- Review and recommend progress payments for construction projects.
- Compose correspondence including violation letters.
- Meet and confer with contractors, public agencies, and the public; responds to inquiries and investigates complaints concerning infrastructure, capital improvement projects, requirements and standards.
- Assist with the preparation of construction estimates, bid specifications, and other related materials.
- Inspect City construction projects for compliance with plans and specifications.
- Observe, test and report on construction activities; verify quantities; report unsafe construction site conditions, report work not in accordance with specifications.

Experience

- Valid Wisconsin Driver's License required.
- Basic proficiency using Microsoft Office Software required.
- Ability to communicate effectively and professionally with the public, Council members, Leadership Team Members, other City employees, construction contractors and other.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team.
- Ability to use a variety of tools and equipment including tape measure, calculator, surveying transit, GPS data collector, and other tools to determine distance, location, dimension, depth grade and volumes.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, and other sources of resource information.
- Knowledge of pertinent laws, statutes, regulations, and terminology.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.
- Detail orientated and ability to multi task
- Ability to use and interpret civil engineering technology.
- Prior surveying experience or a desire to learn preferred
- 3 or more years of experience as an engineering technician including design, construction inspection, is preferred
- Ability to utilize GIS hardware and mapping software is preferred
- Knowledge of computer design software such as WinSLAMM, AutoCad, HydroCad and GIS based software such as ERSI is preferred.

Education

- An associate's or bachelor's degree in surveying, civil engineering technology, or related degree.
- Wisconsin Soil Erosion Inspector certification or ability to obtain within 12 months.

Stoughton *Wisconsin*

PLANNING DEPARTMENT

Engineering Technician

SALARY RANGE: \$

PAY GRADE:

FLSA: N

REPORTS TO: Planning Director

SUMMARY OF POSITION:

The purpose of this position is applying engineering fundamentals while overseeing construction tasks, interpreting plans and specifications, solving technical challenges, documenting progress, and communicating and working as part of a team. The ideal candidate would be a self-motivated, responsible individual. This job requires the ability to work in both a field and office environment and may require extended periods of time in the field, accessing work areas by foot, ladder, elevated platform, etc.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Conduct field inspections of existing sidewalks, document replacement or repairs that are needed.
- Prepare preliminary assessment schedules for sidewalk & curb and gutter projects; prepare communications with property owners and answer questions on assessment process and the work to be completed. Prepare final assessment schedule based on actual work completed to City standards.
- Assist with management of major public construction projects and provide on-site construction engineering and inspection to ensure conformance of completed work to contract plans, specifications and applicable standards.
- Review and respond to submittals, correspondence, and other project documents.

- Communicate regularly and effectively with project team and stakeholders to ensure the success of projects.
- Perform stormwater illicit discharge inspections. Document inspections and pursue corrective actions.
- Conduct permit required inspections of stormwater outfall structures and report findings.
- Perform stormwater permit documentation and reporting activities along with preparation of annual report.
- Review stormwater and erosion control permit applications for compliance with regulations. Follow up with on-site inspections to insure compliance; work through progressive enforcement techniques to bring into compliance when necessary.
- Organizes electronic files of construction plans and associated project paperwork.
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- Meet and confer with contractors, public agencies, and the public; responds to inquiries and investigates complaints concerning infrastructure, capital improvement projects, requirements and standards.
- Assist with the preparation of construction estimates, bid specifications, and other related materials.
- Inspect City construction projects for compliance with plans and specifications.
- Observe, test and report on construction activities; verify quantities; report unsafe construction site conditions, report work not in accordance with specifications.

QUALIFICATIONS:

The ability to perform the Core Duties listed above and:

- An associate's or bachelor's degree in surveying, civil engineering technology, or related degree.
- Wisconsin Soil Erosion Inspector certification or ability to obtain within 12 months.

- Valid Wisconsin motor vehicle operator's license is required.
- Prior surveying experience or a desire to learn preferred
- 3 or more years of experience as an engineering technician including design, construction inspection, is preferred
- Ability to utilize GIS hardware and mapping software is preferred
- Knowledge of computer design software such as WinSLAMM, AutoCAD, Hydro CAD and GIS based software such as ERSI is preferred.
- Basic proficiency using Microsoft Office Software required.

Language Ability and Interpersonal Communication Skills

- Ability to communicate effectively and professionally with the public, Council members, Leadership Team Members, other City employees, construction contractors and other.
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, and other sources of resource information.
- Ability Knowledge of pertinent laws, statutes, regulations, and terminology.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.
- Detail orientated and ability to multi task

- Ability to use and interpret civil engineering technology.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percent's.

Physical Requirements

- Ability to use a variety of tools and equipment including tape measure, calculator, surveying transit, GPS data collector, and other tools to determine distance, location, dimension, depth grade and volumes.

Environmental Adaptability

- Ability to work in both indoor and outdoor environments and may, on occasion, be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions.
- Ability to work near moving mechanical parts in precarious places; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, employee may be exposed to situations, which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy. The ability to regularly work in an office environment.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

Council Approved: January 2020