



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**March 1, 2016**

**Committee #2 met on Tuesday, March 1, 2016 at 5:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: CW King, Chuck Hull, and John Monarski  
Mayor/Other Council Members present: Mayor Hoffman, Brent Ford, Rob Kiefer, Paul Nadreau  
Others present: Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Fire Chief Mike Hepfler.

Call to Order: 5:00 PM

1. **Open Session**
2. **Review updated job description for Wastewater Treatment/Collection System Operator. Possible recommendations to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised the Committee that the job description was updated based upon the recertification of positions as directed by the DNR.

**Motion by King/Monarski** to recommend Council approve the revised job description for the Wastewater Treatment/Collection System Operator. **All present voting aye, motion carried.**

3. **Motion by Monarski/Hull to go into closed session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to a) Discuss benefits for Civil Engineering Technician; and to include Committee/Council Members; Mayor Hoffman; Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer; Fire Chief Mike Hepfler, Finance Manager/Treasurer Lynne Bauer; and may return to open session.**

**Roll Call Vote: Monarski – Aye; Hull – Aye; King – Aye.**

**The Committee discussed the benefits for the Civil Engineering Technician.**

**Motion by Monarski/Hull to return to open session.**

**Committee Chair CW King reported that a unanimous motion was made in closed session to approve 10 days accrued vacation during year 1 for the Civil Engineering Technician**

and Ten (10) days after 1 year with progression after year 1 according to the vacation schedule. All present voted aye. Motion carried.

4. Motion by Hull/Monarski to go into closed session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications" to a) Discuss labor negotiation issues and strategies; and to include Committee/Council Members; Mayor Hoffman; Finance Manager/Treasurer Lynne Bauer; Fire Chief Mike Hepfler; and may return to open session.

Roll call vote: Hull – Aye; Monarski – Aye; King – Aye.

The Committee discussed labor negotiation issues and strategies.

*(Council Member Paul Olson entered the closed session at 5:26 PM)*

Motion by Monarski/Hull to return to open session. All present voted aye. Motion carried.

5. Adjournment

Motion by Monarski/Hull to adjourn at 5:29 PM. All present voting aye, motion carried.

Minutes submitted by,  
CW King, Chair

CITY OF CHIPPEWA FALLS  
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Wastewater Treatment/Collection System Operator  
DEPARTMENT: Wastewater Treatment  
DATE APPROVED:  
REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

In accordance with the Utility's mission and goals; to control, operate and maintain the different process units at the wastewater plant, i.e. primary and secondary settling, aeration, chlorination, phosphorus removal, grit removal, solids thickening and solids dewatering systems and other wastewater equipment. To operate, regulate, and maintain all mechanical equipment, buildings and grounds at Wastewater Department facilities. To operate, regulate, and/or maintain the sanitary sewer collection system.

MAJOR FUNCTIONS

- Operate and perform preventive and corrective maintenance on all facility and lift station equipment.
- Collect samples and perform process control testing (phosphorus, nitrate, settling, SS, Cl<sub>2</sub> residual etc.) and evaluate results.
- Perform basic Laboratory analysis in accordance with WI DNR requirements.
- Consult with superiors and peers on plant operation and make and carry out recommendations based on test results and observations to improve plant performance.
- Coordinate optimum operation of sludge pumping, wasting, solids thickening and dewatering runs (includes chemical conditioning of all solids).
- Control rates of chlorination and dechlorination and maintain gas chlorination and dechlorination equipment.
- Clean and inspect sanitary sewer piping system.
- Operate and maintain sewer jet truck and equipment.
- Perform Confined Space Entry work.
- Schedule and maintain accurate records of collection system cleaning.
- Operate and maintain biosolids application equipment and accurate records of application.
- Perform routine cleaning duties, snow removal and grass cutting at treatment facilities.
- Respond to after-hours emergencies.

SECONDARY/PERIODIC FUNCTIONS

- Assist in keeping operation and maintenance records.
- Perform other Utility related work as required.
- Assist Public Works Department with snow removal.

CITY OF CHIPPEWA FALLS  
DEPARTMENT OF PUBLIC UTILITIES

KNOWLEDGE, SKILLS & ABILITIES

- Willingness to work some weekends and holidays.
- Strong mechanical aptitude.
- Knowledge of the operation, maintenance, and repair of wastewater plant mechanical systems, machinery and apparatus.
- Ability to operate various types of power and hand tools and machinery used in mechanical maintenance work.
- Knowledge of occupational hazards and safety requirements in the maintenance of the collection system.
- Knowledge of occupational hazards and safety precautions used in a wastewater facility.
- Ability to recognize the dangers in equipment operation and methods of safe operation and maintenance.
- Alertness in noting possible malfunctions in mechanical equipment.
- Ability to work effectively as an individual as well as within a team setting.
- Ability to write and speak effectively.
- Ability to lift and/or move up to 50 lbs routinely and up to 100 lbs occasionally.
- Carefulness and alertness in operating equipment and performing physical operations.
- Ability to establish and maintain effective working relationships with City Officials, staff members, contractors, and the general public.
- Ability to drive the Utilities various vehicles/equipment in varying weather conditions.
- Familiarity with basic electricity, plumbing and instrumentation concepts.
- Ability to withstand all environmental conditions at any time for extended periods of time, hot or cold temperatures, noise, chemical atmospheres and noxious odors.

QUALIFICATIONS, TRAINING AND EXPERIENCE

- High School diploma or equivalent
- Must possess or acquire a WI DNR Operator-in-Training Certification within 1 year.
- Must possess or acquire a WI DNR Basic Level Certification A1, B, C, D, P (or equivalent) within 5 years.
- Possession of a valid Wisconsin Driver's License.
- Possession of a valid Wisconsin Commercial Driver's License or ability to obtain within six months of employment.

## LEAVES - VACATION

**POLICY:** To provide eligible employees with paid vacation time while meeting the operational needs of the City.

**Eligibility:** Full-time employees shall be eligible for annual paid vacation as follows:

<u>Years of Service</u>	<u>Number of Days</u>
During Year 1	Max. 5 days (pro-rated from start date/accrued per pay period)
After 1 year	Five (5) Days
After 2 years	Ten (10) Days
After 6 years	Fifteen (15) Days
After 7 years	Sixteen (16) Days
After 9 years	Seventeen (17) Days
After 11 years	Eighteen (18) Days
After 13 years	Nineteen (19) Days
After 14 years	Twenty (20) Days
After 15 years	Twenty-one (21) Days
After 17 years	Twenty-two (22) Days
After 19 years	Twenty-three (23) Days
After 22 years	Twenty-four (24) Days
After 25 years	Twenty-five (25) Days

Part-time employees, working at least 1200 hours per year, shall receive pro-rated vacation. All vacation shall be paid at the rate and classification the employee carries at the time vacation is taken.

**Approval:** Use of vacation time requires the prior approval of the employee's supervisor.

**Accrual:** Each employee may carryover a maximum of seven (7) days of vacation into their "new anniversary year". Any requests for exceptions to this policy must be submitted in writing to the Department Head who will then convey such request to the Finance & Administration Department for approval.

**New Hires:** Department Heads may submit a request to the Finance Manager/Treasurer that a prospective applicant be granted a one-time beginning balance of vacation days for length of service for employment experience that is directly related to the position. The request must be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. The Finance Manager/Treasurer will make a recommendation to Committee #2.