



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
February 7, 2017

Committee #2 met on Tuesday, February 7, 2017 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, John Monarski

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Wastewater Supervisor George Hobbs.

Call to Order: 8:00 AM

1. Review job description for Engineering Services Technician/GIS Specialist. Possible recommendations to the Council.

City Engineer/Public Works Director/Utility Manager Rick Rubenzer presented a draft of the job description for the Engineering Services Technician/GIS Specialist position. This position is a new position approved during the 2017 budget process that will be funded by the utilities. An hourly rate will be determined based on comparables.

Motion by Monarski/Hull to recommend the Council accept the proposed job description for the Engineering Services Technician/GIS Specialist. **All present voted aye. Motion carried.**

2. Review updated job description for Wastewater Treatment/Collection System Operator and discuss request to fill this vacancy. Possible recommendations to the Council.

City Engineer/Public Works Director/Utility Manager Rick Rubenzer and Wastewater Supervisor George Hobbs discussed the job description for the Wastewater Treatment/Collection System Operator position. Mr. Hobbs would like this position filled as soon as possible. He noted they have another vacancy but are still evaluating efficiencies to determine if that position is necessary.

Motion by Monarski/Hull to recommend the Council accept the updated job description for the Wastewater Treatment/Collection System Operator position and approve the request to fill the vacancy. **All present voted aye. Motion carried.**

3. Adjournment

Motion by Hull/Monarski to adjourn at 8:08 AM. **All present voted aye. Motion carried.**

Minutes submitted by, CW King, Chair

JOB DESCRIPTION – CITY OF CHIPPEWA FALLS

POSITION TITLE: Engineering Services Technician/GIS Specialist
DEPARTMENT: Public Works
DIVISION: Public Utilities
REPORTS TO: Director of Public Works/City Engineer/Utility Manager
LAST UPDATE: January 2017

GENERAL FUNCTION

Under general supervision of the Director of Public Works/City Engineer/Utilities Manager or his/her designated representative, to perform office work, field work and GIS and special engineering related services; CAD drafting and information management complex in nature in connection with geographic information systems (including the generation, storage and retrieval of geographic related information); performs design, construction, and mapping services; designs and creates specialized maps, drawings, and databases; communicates and collects geographic related information for other City Departments; creates and maintains an GIS web base mapping system, and works in cooperation with other public and private agencies, primarily in a computer environment, utilizing electronic media.

POSITION SCOPE

The Public Utilities and Engineering Divisions of the Public Works Department are responsible for the design, survey, construction, inspection, and record keeping for public works project and municipal facilities; municipal infrastructure planning; preparing special assessments; maintaining official engineering records, aerial photography, and maps; flood control monitoring and mapping; maintenance of a computerized pavement management system; public works information management and retrieval; and general engineering consulting services. The incumbent, having a thorough knowledge of mathematics as applied to advanced surveying, advanced engineering computations, the use of coordinate and plain geometry, land records management, including legal description, is responsible to manage, operate, and coordinate the City Geographic Information System(GIS) in keeping data current and accurate. The incumbent utilizing the thorough knowledge of the principles, methods and practices of engineering surveying, cartography, record management, ArcGIS, ArcGIS Server, SQL Server, computer drafting and mapping systems, and having a thorough knowledge of the nomenclature, symbols, mapping procedures, information management systems, computer hardware and operating systems, is responsible for preparing engineering drawings, specialized thematic maps, web based maps, plans and illustrations which will require initiative and judgment on the part of the incumbent. Projects are assigned to the incumbent who works with minimal supervision.

ESSENTIAL FUNCTIONS

Prepares complex engineering plans, maps and plats from survey notes, recorded plats, legal descriptions, oral instructions, and other sources of information

Meets with other divisions, departments, and agencies to determine data and map requirements, data flow procedures, and schedules.

Provides GIS technical assistance to all departments.

Is responsible for the accuracy and continuous updating of all maps including related data files for the "Official" City Map, parcel ownership, street centerlines, pavement condition and management attributes, underground utilities, zoning, annexations, street vacations, easement locations, geodetic control, and general topography. Maintains a master file of resolutions, ordinances and all other official actions in connection with these matters.

Prepares standard and specialized thematic maps used by all City Departments, for staff and City Council presentations, other agencies, and the news media.

Establishes and manages GIS database structure, tables, forms, and reports for GIS data for all departments.

Administers, coordinates, directs and manages GIS database development, definitions, maintenance, and implementation.

Directs integration of GIS databases, tables, maps, and overlays.

Works with City Departments to develop standards, protocols, and conventions for the GIS database including reviewing completed work to ensure compliance.

Coordinates and prepares general plans for the GIS System.

Develop and maintain the creation of the City GIS web applications.

Provides technical assistance in database planning, and in creating and improving digital GIS data, drawings, and graphic illustrations.

Coordinates maintenance of GIS and engineering software and hardware with IS support.

Assists City staff, private surveyors, other agencies, and the general public with the information concerning drawings, maps, right-of-ways and the location of utilities.

Oversees, trains, and review the work of other persons entering map and attributes data to the GIS system.

Storm water infrastructure and compliance inspections.

Operation and knowledge of GPS System

Provide construction management of projects including:

- Evaluates and recommends contractor, consultant and supplier requests for payment;

- Interprets specifications and plans;

- Inspects public works projects for conformance with specifications including: recording amount of work and changes, computing quantities, producing project progress reports.

NON-ESSENTIAL FUNCTIONS

Performs related duties as required.

EDUCATION/EXPERIENCE/CERTIFICATIONS

Possession of a two year Associate Degree in Civil Technology, or Associate Degree in GIS, or combination of experience as a Civil Engineering Technician or related education and experience in GIS. Must possess a valid driver's license.

SUPERVISION/DIRECTION RECEIVED

Director of Public Works/City Engineer/Utilities Manager

SUPERVISION/DIRECTION EXERCISED

Engineering Aides, Utility part time staff

WORK ENVIRONMENT

Job consists of a combination of sitting, standing, walking and driving. There may be some exposure to heat, cold, wet, and slippery conditions. In addition, there may be occasional exposure to dust, noise and chemicals.

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CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Wastewater Treatment/Collection System Operator
DEPARTMENT: Wastewater Treatment
DATE APPROVED: 2/1/2016
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, Cl₂ 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.