



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
September 24, 2012

Committee #2 met on Monday, September 24, 2012 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: CW King, Bill Hicks,
Others present: Finance Manager/Treasurer Lynne Bauer, Public Works Director/City Engineer/Utility Manager Rick Rubenzer, Parks & Recreation Director Dick Hebert.

Call to Order: 8:00 AM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. Discuss request of Public Works Director/City Engineer/Utility Manager Rick Rubenzer to fill the vacancy in the Wastewater Department. Possible recommendations to the Council.

Mr. Rubenzer presented information regarding the Collection System/Wastewater Treatment Operator position that has been vacant since July 6 due to a retirement. He indicated the Wastewater Dept. is falling behind on several of the duties performed by this position. The monies for this position are currently in the 2012 budget and are also included in the 2013 proposed budget. He is asking for permission to fill this position through the normal process outlined in the contract (posting and then advertising if necessary).

Motion by King/Hicks to recommend the Council approve Public Works Director/City Engineer/Utility Manager Rick Rubenzer's request to fill the vacant Collection System/Wastewater Treatment Operator position. **All present voting aye, motion carried.**

2. Discuss extending temporary clerical position in the Parks & Recreation Department. Possible recommendations to the Council.

Finance Mgr. Lynne Bauer requested the temporary clerical position in the Parks & Recreation Dept. be extended through January 31, 2013 to allow time to review and evaluate the secretarial duties and needs of the office. She is working with Parks & Recreation Director Dick Hebert and exploring the possibility of consolidating this position into the finance department.

Motion by Hicks/King to recommend the Council approve the request to extend the temporary clerical position in the Parks & Recreation Dept. to January 31, 2013. **All present voting aye, motion carried.**

3. Adjournment

Motion by Hicks/King to adjourn at 8:04 AM. **All present voting aye, motion carried.**

Minutes submitted by, CW King, Chair

POSITION TITLE: Collection System/ Wastewater Treatment Operator

DEPARTMENT: Public Utilities, Wastewater Treatment

DATE APPROVED: October 2, 2012

REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

To operate, regulate, and/or maintain the sanitary sewer collection system including; collection piping and lift stations . To operate and maintain the different process units at the wastewater plant, i.e. primary and secondary settling, aeration, chlorination, phosphorus removal, grit removal, gravity belt thickener and belt filter press systems and other wastewater equipment and mechanical systems.

MAJOR FUNCTION

1. Cleans and inspects sanitary sewer piping system.
2. Operates sewer jet truck, water tank truck, Vac-All truck, sewer rodder.
3. Schedules and maintains accurate records of cleaning.
4. Performs preventive and corrective maintenance on sewer cleaning, lift station and WWTP equipment.
5. Operates Wastewater Treatment Plant equipment and processes.
6. Operates standby generators periodically and performs maintenance as necessary.
7. Adjusts and cleans bar screens.
8. Responds to after-hours emergencies.

SECONDARY/PERIODIC FUNCTIONS

1. Performs routine cleaning duties, snow removal and grass cutting at lift stations and treatment plant.
2. Provides assistance and fills in for personnel in other plant areas.
3. Performs other work as required.

QUALIFICATIONS

- Willingness to work weekends.
- Knowledge of the operation, maintenance, and repair of wastewater plant mechanical systems and apparatus.
- Mechanical aptitude.
- Ability to operate various types of power and hand machinery and tools used in mechanical maintenance work.
- Alertness in noting possible malfunctions in mechanical equipment.
- Knowledge of occupational hazards and safety precautions in the maintenance of the collection system.
- Awareness of dangers in equipment operation and methods of safe operation and maintenance.
- Ability to work independently of supervision.
- Ability to write and speak effectively.
- Ability to establish and maintain effective working relationships with, other staff members, contractors, City Officials and the general public.
- Carefulness and alertness in operating equipment and performing physical operations.
- Possession of a valid Wisconsin driver's license.

TRAINING AND EXPERIENCE

High School diploma or equivalent

Possess or be able to obtain a valid Wisconsin Commercial Drivers License

Experience in the operation and maintenance heavy vehicles and/or equipment

Must possess or acquire certification as a Grade T Wastewater Treatment Plant Operator in Wisconsin.

Wastewater Treatment Plant
Snapshot – 9/21/12

Position

Operations Foreman	\$23.77 Vacant
Line Operator, Collection System Operator (Step 4)	\$23.96 Bischell
Line Operator, Collection System Operator (Step 3)	\$23.62 Steiger, Sterling
Line Operator, Collection System Operator (Step2)	\$23.26
Line Operator, Collection System Operator (Step 1)	\$22.95 Hrdlicka
Line Operator (Trainee)	\$22.62 Reiter
Laboratory Technician (Step 3)	\$23.09 Curtis

Section 6 Step Progression Qualification for Employees

Line Operator Trainee – Starting rate of pay

Step 1 – State of Wisconsin Grade 1 ACEFI certification or completion of one year as trainee

Step 2 – Grade 2 or completion of five years as Step 1

Step 3 – Grade 3 or completion of five years in Step 2 with grade 2

Step 4 – Grade 4 certification.

Starting wage \$0.10 less than wage noted for probationary period of six months.

Brian Jones (Line Operator Step 1) retired 7/6/2012