

**CITY OF EDGERTON  
EDGERTON CITY HALL, COUNCIL CHAMBERS  
12 ALBION STREET**

**PERSONNEL COMMITTEE**

Monday, October 19, 2020 at 7:30 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, October 16, 2020.
3. Consider approval of minutes from October 5, 2020 Personnel Committee meeting.
4. Consider reorganization of Utility Director and Municipal Services Director positions and wage adjustment.
5. Consider creation of DPW Working Foreman position and wage scale.
6. Consider wage adjustment for lead utility operators.
7. Consider conducting a wage study.
8. Adjourn.

cc: Mayor  
Department Heads

All Council Members  
Newspapers

**NOTICE:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**OCTOBER 5, 2020 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:59 p.m.

Present: Jim Burdick, Candy Davis and Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund and Municipal Services Director Howard Moser

Hegglund confirmed the meeting notice was properly posted on Friday, October 2, 2020. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

**APPROVE MINUTES:** A Braun/Burdick motion to approve the September 28, 2020 Personnel Committee minutes passed on a 3/0 roll call vote.

**APPOINTMENT OF DPW OPERATOR:** A Davis/Burdick motion to approve the appointment of Nolan McCarten to the open DPW operator position effective October 6, 2020 passed on a 3/0 roll call vote.

Being no other business before the Committee, a Braun/Davis motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl  
City Adminsitrator

# Memo

**To:** Personnel Committee  
**From:** Staff  
**Date:** 10/16/2020  
**Re:** October 19, 2020 Meeting

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**Reorganization:** Utility Director, Randy Oren, has announced his retirement at the end of the year. Staff is recommending the City take this opportunity to evaluate options for reorganizing several positions in the Public Works and the Utilities Departments. The Committee should discuss the following initial possible actions:

- Assign the Municipal Services Director (MSD) to be the director over both the Department of Public Works and the Utilities. The additional responsibility taken on by the MSD would most likely result in a wage adjustment. Staff contacted Evansville and Milton, which both have one director over the utilities and DPW. Those two Directors are paid approximately \$93,000. Staff is recommending an initial wage adjustment of the MSD from \$79,000 to \$89,000. The Committee should discuss the following:
  1. Does the Committee support this proposal?
  2. What would the wage increase be?
  3. Whether or not the increase will be graduated? and
  4. What is the effective date(s) of the increase(s) (The Utility Director's last day will be the end of December but he will utilize vacation during the month of December and will not be in the office.)
  
- Create a position of Working Foreman (WF) in the DPW. To allow the MSD to absorb the responsibility of the management of the sewer and water utilities, the creation of a foreman's position is recommended in the DPW. This would be similar to the way the sewer and water utilities are organized, with each utility having a lead operator that is responsible for the daily operations of that utility. The intention would be to promote a current DPW operator to the Working Foreman position (as opposed to hiring an additional staff member). Included in your packet is a draft job description and an internal advertisement for the position with a pay range. Staff is recommending an initial wage adjustment of \$4/ hour (to \$27.42 in 2020). The Committee should discuss the following:
  1. Should the DPW working foreman position be created?
  2. Is the job description acceptable?
  3. What should the wage increase be?
  
- Increase the wages for the two utility lead operators: The lead operators in the two utilities will take on more responsibility under the proposed reorganization. Staff completed a brief survey of lead operator wages from comparable communities and found Edgerton's

average hourly wage below the average of operators in other communities. Staff recommends a \$2.00/ per hour increase for the lead operators at this time. The Committee should discuss the following:

1. Should the Utility lead operators wage increase?
  2. What should the wage be?
- Wage study: Other actions to be considered using the available resources include hiring of consultants to complete specific projects (such as cross connections), technology upgrades, other wage adjustments, etc. Prior to making any further decision, staff believes a wage study is warranted to guide future decision-making.

The proposed reorganization discussed above reduces staff by one position, at this time. Staff does not believe this change allows for a reduction in staffing costs, but does believe there is an opportunity to reallocate the resources to improve efficiency.

**City of Edgerton  
Public Works Department  
Foreman**

The City of Edgerton, Wisconsin, Department of Public Works seeks to fill the position of full-time working **Foreman**. This position is a paid hourly, skilled, first level supervisory position for the Department of Public Works. In addition to performing general maintenance, repair and construction tasks as directed, the foreman shall direct and supervise a crew or several crews and/or outside contractors on specific job assignments. Applicants should have a thorough knowledge of City public works operations and experience in the performance of public works tasks.

The position shall be capable of working in emergencies (including after hours), and independently give directions to public works employees and contractors. This position also shares after hours "on call" responsibilities with other public works employees.

The position will oversee, direct and review the work performed by Public Works Department staff responsible for maintenance, repair, construction and installation work in streets, winter street maintenance operations, parks, grounds and related facilities; assists in developing and implementing crew assignments; troubleshoots and performs complex maintenance and repair activities.

The City offers an excellent benefits package including, but not limited to; paid vacation, sick, compensation and holiday time, health, dental and life insurance, deferred compensation programs, and retirement contributions as part of the Wisconsin Retirement System. Candidates must have a Wisconsin Motor Vehicle Commercial Driver's License or have the ability to obtain one. Work hours are generally 7:00am-3:30pm Monday-Friday, with the possibility of off-hour overtime. Starting hourly rate pay range is \$27.15 - \$31.68.



## **Job Description – Street Foreman – Working**

**Job Title:** Street Foreman – Working

**Department:** Public Works

**Reports To:** Municipal Services Director

**Status:** Non-exempt, full time

### **Position Summary:**

Under the direction of the Municipal Services Director, the working foreman will provide general supervision of the public works street operations crew and will coordinate all tasks involving installation, maintenance, repair, and operation of City facilities, parks, and equipment. The working foreman performs supervisory and administrative functions requiring the use of judgment in the planning and carrying out of work activities. The working foreman is responsible for assigning the daily tasks of the street operations crew, and will work along-side the street operations crew.

### **Essential Job Duties:**

- Holds daily work plan meetings prior to the start of each work day, and supervise and assign the daily work duties of the street operations crew.
- First point of contact for street operations after hours calls Monday - Thursday and emergencies; and is required to coordinate all work needed to address the situation.
- Required to work alongside crew in emergency situations, as needed.
- On site, the foreman will supervise, monitor, and participate with the snow and ice removal operations.
- Coordinate and monitor the street sweeping operations and schedule, and maintain an annual log of sweeping dates and quantity of sediment removed from City streets.
- Supervise and coordinate the maintenance of the storm water system.
- Supervise and monitor the compost/brush drop off site, the curbside leaf collection program and brush chipping program.
- Coordinate the maintenance or repair on the City's street lights, street signs, and traffic light and follow up as needed.
- Ensures that all City rights-of-way, streets, sidewalks, curb, gutter, storm sewer catch basin, park equipment, street and park trees, and public works facilities are properly maintained and repaired.

- Coordinate all public works vehicle and equipment maintenance.
- Complete public works administrative functions such as purchasing operational supplies, daily reports, time cards, maintain records, recommend discipline, schedule and approve time-off requests, etc.
- Responsible for the upkeep and cleanliness of the public works garage and yard.
- Assist the Utility operations crew as needed and required.
- Perform all work functions in a professional, efficient manner while maintaining the highest quality service possible, and while following proper procedures for workplace safety.
- Perform any other related duties that are not listed here that may be required for this position, or as assigned by the Municipal Services Director.

**Additional Requirements:**

- Must possess a valid Wisconsin driver's license, and have a valid Wisconsin CDL or the ability to obtain one within six months from hire date.
- Subject to random drug testing per City policy.
- Must successfully complete a six-month probationary period.
- Ability to perform basic math functions.
- Ability to communicate in a professional manner at all times while conducting City business.
- Required to carry City provided cell phone at all times.

**Essential Knowledge, Skills, and Abilities**

- Strong supervisory skills.
- Ability to efficiently operate office equipment such as computer, telephone, and copy machine.
- Ability to manage multiple work assignments, and complete all assignments accurately and in a timely manner.
- Ability to comprehend and interpret policies and procedures, blue prints, schematics, and construction plans.
- Knowledge of vehicles and equipment used in public works operations.
- Ability to communicate professionally, written and oral, with residents, staff, department heads, administrator Council, and others.

**Experience, Education, and Training Required:**

- A High School Diploma or GED.
- At least ten years of public works operations experience or an Associate Degree in a related field to municipal operations and seven years of experience in the field of public works.

**Minimum Physical Abilities Required to Perform Essential Job Functions:**

- Work in outdoor settings and in poor weather conditions.
- Ability to lift loads up to fifty pounds.
- Work will require the ability to sit, stand, or walk for up to twelve hours.

- Ability to operate and use hand tools, motorized vehicles and equipment.

**Function of Job Description:**

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Edgerton retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.