

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

PERSONNEL COMMITTEE

Monday, January 11, 2021 at 6:00 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

REMOTE PARTICIPATION: To participate or view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, January 8, 2021.
3. Consider approval of minutes from November 30, 2020 Personnel Committee meeting.
4. Consider cross connection limited term position.
5. Consider CDL licensing benefit.
6. Update on wage study.
7. Adjourn.

cc: Mayor All Council Members
Department Heads 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

**NOVEMBER 30, 2020 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:00 p.m.

Present: Jim Burdick, Candy Davis and Sarah Braun

Others Present: City Administrator Ramona Flanigan, and Municipal Services Director Howard Moser

Flanigan confirmed the meeting notice was properly posted on Wednesday, November 25, 2020. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

APPROVE MINUTES: A Sarah Braun/Jim Burdick motion to approve the October 19, 2020 Personnel Committee minutes passed on a 3/0 roll call vote.

DEFINITION OF HOURS WORKS REGARDING HOLIDAYS: The current city policy states that any employee that does not physically work 40 hours does not qualify for overtime (1 ½ base rate) for any additional hours worked. Staff feels that the employees do not have the option to work on a recognized holiday therefore they should not be penalized during after hour calls that occur in the same week. The city currently has 9 recognized holidays per year and 6 of them are during winter months when snowplowing and other extra hours are more common.

A Jim Burdick/Sarah Braun motion to consider holiday hours as hours worked when calculating overtime passed on a 3/0 roll call vote.

CLOSED SESSION: A Candy Davis/Jim Burdick motion to go into closed session pursuant to Wis. Stat 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and deliberate proposals for a wage study passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 1/7/2021
Re: January 11, 2021 Meeting

Limited term utility cross connection position: The Water Utility is required by DNR regulations to complete cross connection inspection in private residents. (A cross-connection is a point in a plumbing system where it is possible for a nonpotable substance to come into contact with the potable drinking water supply.) Additionally, the DNR wants cities to inspect homes to catalogue the location of lead water laterals. If the City were to be awarded the Lead Service Lateral grant for which we made an application, lead lateral inspections will be required for that program. The Sewer Utility also has an interest in knowing where sump pumps are illegally discharging to the sanitary sewer.

Completing these inspections is a time consuming effort and is difficult to complete during regular staff hours as many people are not home during those hours. Thus, our full time operators are having difficulty completing enough inspections to stay in compliance with DNR rules. To address this issue, staff is recommending the City hire a limited term employee who can focus on these inspections.

Attached is a draft job description for this position.

The estimated cost for this position based on a 3 month assignment at 40 hours per week (or a total of 480 hours) at \$15 per hour is \$7,750. Funding for this position will come from available funds created by the retirement of the Utility Director.

CDL License Benefit: The City requires Public Works and Utility employees to possess a Class B Commercial Driver's License as a condition of employment. A CDL license costs \$40 more than a regular driver's license. Staff feels that the City should cover the difference in the cost of the licenses. The average annual cost to the City for this benefit would be \$55, which could be absorbed in the operating supply and expense budgets for each Department.

**CITY OF EDGERTON
JOB DESCRIPTION**

Cross Connection/Water Lateral Inspector

DEPARTMENT: Water and Sewer Utilities

CLASSIFICATION: Non-exempt

REPORTS TO: Municipal Services Director

REVISION DATE: January 7, 2021

GENERAL PURPOSE:

This is an entry level, seasonal position performing routine cross connection and backflow prevention inspections; water lateral materials inspections; and sump pump discharge inspections.

ESSENTIAL JOB RESPONSIBILITIES:

- Schedule inspections with City residents.
- Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard.
- Inspect and document type of water service (lead, copper, galvanized).
- Inspect and document sump pump discharge and floor drain existence.
- Create and maintain a variety of computerized records.
- Respond to inquiries from the general public concerning City rules and regulations related to the area of assignment.
- Prepare and maintain a variety of reports, correspondence, records, and files related to the area of assignment and enter data into computer system.
- Observe safe work methods and safety precautions related to all work sites.
- Perform special projects related to area of assignment as assigned.

QUALIFICATION / EDUCATION REQUIREMENTS:

Applicants must have a high school diploma or equivalent. Education or training in environmental health or civil engineering is desirable. Must possess a valid State of Wisconsin Driver's License.

SKILLS AND ABILITIES:

- Ability to become proficient in the practices, principles, and techniques of cross connections and procedures inspection and backflow prevention devices.
- Ability to learn skills in the identification of water lateral materials.
- Knowledge of piping and plumbing systems.
- Ability to follow pertinent safety principles and practices including working in confined spaces.
- Knowledge in basic mathematical principles.
- Skills in the principles and practices of customer service.
- Ability to create accurate records.
- Ability to evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Ability to interpret and explain cross connection and water quality regulations to residents.

- Ability to plan, organize and lay out work and to exercise independent judgment and initiative without close supervision.
- Ability to use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Ability to operate office equipment including computers and supporting software applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Environment: Work is performed primarily in private homes with travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

WORK SCHEDULE:

The general work schedule is 40 hours per week with flexible hours. Works hours are generally 7:00-3:30 although this position will require evening appointments and may include weekends so as to accommodate residents schedules.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans 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.