

## **Employee Services**

W240N3065 Pewaukee Road  
Pewaukee, WI 53072  
(262) 691-6035 Fax (262) 691-6009

### **EMPLOYEE SERVICES COMMITTEE MEETING NOTICE AND AGENDA Monday, October 14, 2019 10:00 AM**

Bonnie Blair Conference Room ~ Pewaukee City Hall  
W240 N3065 Pewaukee Road, Pewaukee, WI, 53072

- 
1. Call to Order and Pledge of Allegiance
  2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
  3. Approval of meeting minutes from July 9, 2019.
  4. Discussion and possible action regarding proposed re-organization of the Public Works Department including revisions to job descriptions for the Civil Engineer, City Engineer and Public Works Director.
  5. Discussion and possible action to revisit the current adopted practice of issuing pay raises off of the control point of a salary range.
  6. Adjournment

Kelley Woldanski, aPHR  
Director of People & Culture

10/9/2019

#### **NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE  
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 3.**

**DATE:** October 14, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:**

***SUBJECT:***

Approval of meeting minutes from July 9, 2019.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

July minutes

## MEETING MINUTES

Tuesday, July 9, 2019

10:00 AM

Bonnie Blair Conference Room ~ Pewaukee City Hall  
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

In attendance:

Aldermen J. Kara, R. Grosch, Director of People & Culture K. Woldanski.

Also in Attendance:

Administrator S. Klein

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of the June 19, 2019 meeting minutes.

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to approve the June 19, 2019 meeting minutes as written.** Motion Passed: 2-For, 0-Against.

4. Discussion and possible action regarding amending the current vacation policy.

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to recommend to the Common Council to approve the vacation policy revision as proposed.** Motion Passed: 2-For, 0-Against.

5. Adjournment

**A motion was made and seconded, (Jeff Kara, Ray Grosch) to adjourn.** Motion Passed: 2-For, 0-Against.

Respectfully Submitted,

Kelley Woldanski, aPHR  
Director of People & Culture

6/27/19

**CITY OF PEWAUKEE  
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 4.**

**DATE:** October 14, 2019

**DEPARTMENT:** PW - Engineering

**PROVIDED BY:** Kelley Woldanski

***SUBJECT:***

Discussion and possible action regarding proposed re-organization of the Public Works Department including revisions to job descriptions for the Civil Engineer, City Engineer and Public Works Director.

***BACKGROUND:***

With the retirement of the current DPW Director/City Engineer approaching, Public Works staff reviewed the current staff makeup and are proposing the attached re-organization to best meet their needs to serve the community. If the Committee agrees to this proposal, the next step would be to engage in the replacement of the Public Works Director.

Along with the re-organization are modifications to job descriptions to coincide with the new organizational chart which are attached for your review.

It should be noted that this organizational chart includes future years and additional staff proposed are not slotted for any certain year at this time.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

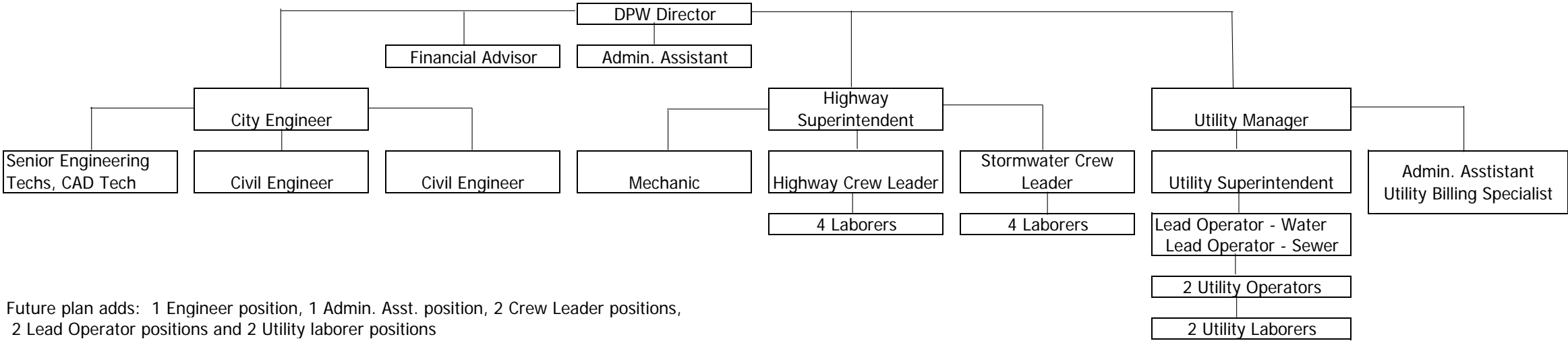
Future Organizational Chart

Draft - Public Works Director

Draft - City Engineer

Draft - Civil Engineer

Department of Public Works - Future Staffing Plan



Future plan adds: 1 Engineer position, 1 Admin. Asst. position, 2 Crew Leader positions, 2 Lead Operator positions and 2 Utility laborer positions

Total people added: 6

## City of Pewaukee Job Description

**Job Title:** Public Works Director  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Prepared Date:** September 2019

### **GENERAL DEFINITION**

Under the direction of the City Administrator and Common Council, performs complex professional work, working closely with other city, county, and state department and governmental agencies to provide high quality public works services to the residents and businesses of the city. Develops and implements policies adopted by the council, committees and commissions; plans, organizes and directs the operations of the department and staff and related work as appropriate or assigned. Establishes policies and goals. Departmental supervision is exercised over all personnel within the Public Works department.

### **QUALIFICATIONS**

This position requires extensive knowledge of and ability to apply the principles and practices of organization management, personnel, and financial administration of the Public Works department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establish department policy; develop and implement goals, objectives, administrative procedures and priorities of the City's public streets, water utility, wastewater utility, and storm water utility.
- Prepare and administer the Public Works division budgets: Streets, Engineering, Water Utility, Wastewater Utility, and Storm Water Utility.
- Plan, direct, supervise and coordinate the professional engineering work including the design, public bidding and construction of public works projects.
- Assist the Plan Commission and Common Council in reviewing and planning for the expansion of the City infrastructure required to implement the City Land Use Plan and provide oversight of the development review process.
- Establish and maintain positive relationships with residents, community leaders, civic groups, City staff and City Officials; represent the Public Works department and the City Utilities appearing before the Public Works Committee, Common Council and Plan Commission; attend additional public meetings as required.
- Coordinate the administration of Public Works programs/projects with all Public Works divisions and other departments. Provide technical assistance to other City departments.
- Recommend planning for future operations of the Public Works divisions. Research and coordinate special projects and studies.
- Ensure the Public Works divisions carry out appropriate operational, maintenance, planning, development and code administration programs.
- Coordinate with Public Works financial advisors.
- Provide oversight of the Asset Management for City.
- Represent City on various boards and organizations on the local regional and state levels.
- Assist with personnel management including supervision recruitment, performance assessment, enforcement of work rules, employee and labor relations, disciplinary action, grievance procedures, monitoring productivity and conduct, staff training, succession planning, time and attendance, and related activities.
- Oversees the refuse and recycling functions of the City.
- Performs other related job duties as assigned/required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Public management techniques; design, construction, maintenance and operation of a variety of municipal utilities activities; technical, legal, financial and public relations issues involved in municipal utilities activities.
- Pertinent laws, codes and safety regulations regarding street, water, wastewater, drainage and solid waste facility planning.
- Engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of design and the preparation of plans, specifications, estimates, reports, and recommendation relating to roads and other public works facilities.
- Record keeping and reporting procedures
- Principles and practices of administration and management, including personnel, budgeting, training, organization, supervision, and safe work practices.
- Technical, legal and financial problems involved in the conduct of a municipal public works program.
- Plan, organize and supervise a City-wide program of public works and water/wastewater/storm water utility activities.
- Effectively manage a large department with diverse employee and customer bases
- Read and interpret construction plans and specifications.
- Perform technical engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, policies and professional practices.
- Supervise, train and evaluate staff.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials and other governmental agencies.
- Work under pressure in a fast-paced environment with fluid priorities, frequent interruptions and multiple, often competing work assignments with accuracy and attention to detail.

**Language**

- Ability to communicate effectively with elected officials, staff, general public and community groups.
- Ability to communicate effectively in both written and verbal form.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to write memorandums and letters to effectively present information to City staff, managers, public groups, and citizens.

**Mathematical**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to write and understand property legal descriptions and surveys.

**Reasoning**

- Ability to define and resolve problems and deal with a variety of situations.
- Ability to think quickly, maintain self control and adapt to stressful situations.
- Ability to use good judgment and effectively resolve problems.
- Ability to plan work and establish priorities.
- Ability to assign work, add, modify or delete duties.
- Ability to use good judgment, plan work and establish priorities.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Civil or Environmental Engineering or related field, and minimum of 15 years' experience in Civil or Environmental Engineering; or equivalent combination of education and experience, with increasing supervisory experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Wisconsin Professional Engineer License, or ability to obtain within six months of employment. Valid Wisconsin driver's license at time of appointment and maintain throughout employment.

**PHYSICAL DEMANDS**

This position requires the occasional exertion of up to 10 pounds of force; regularly requires sitting and speaking or hearing; frequently requires using hands to finger, handle or feel and repetitive motions; occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting. Standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities. Work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment. Work is generally in a moderately noisy location (e.g., business office, light traffic).

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

**SELECTION PROCESS**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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 Pewaukee retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

*The City of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.*



## **City of Pewaukee Job Description**

**Job Title:** City Engineer  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Prepared Date:** September 2019

### **GENERAL DEFINITION**

Under supervision and direction of the Public Works Director, performs diversified engineering work including planning, design, project management, mechanical and computer-aided drafting (utilizing AutoCAD) for the creation of construction plans/specifications, updating maps; creating modern information management techniques and computerization of public works records, planning, designing and directing municipal civil engineering projects such as streets, drainage systems, sanitary sewer systems, municipal water systems and city mapping, and related work as apparent or assigned.

### **QUALIFICATIONS**

This position requires extensive knowledge of and ability to apply the principles and practices of organization management, personnel, and financial administration to the design and implementation of municipal public works engineering projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the Public Works Director in the provision of professional engineering services to the resident and corporate customers of the City. Investigate and respond to inquiries/complaints in a timely manner.
- Assist in the preparation and implementation of the goals, objectives and policies of the City; recommend planning for future operations.
- Develop budget for Engineering Division; negotiate budget with Public Works Director; approve expenditures for Engineering Division.
- Supervise Civil Engineers and Engineering Technicians. Recommend new hires, evaluate and discipline employees; evaluate job performance and provide for effective job training; assign, monitor and coordinate work.
- Provide professional engineering services for the City of Pewaukee and the City of Pewaukee Water and Sewer Utility including:
  - Conduct sanitary sewer and water systems evaluation and studies.
  - Implement Storm Water Management Plan and Attendant Permits, including the administration of the Storm Water Utility.
  - Review development plans and submittals for conformance to City Standards/Ordinances, state and federal regulations.
  - Coordinate Public Works Construction project administration/design, including the annual street paving program.
  - Consultant liaison.
- Assist in the study and preparation of special projects and furnishes technical information to the Public Works Director for report to the Mayor, City Administrator, Common Council, Public Works Commission and other boards/commissions/committees.
- Assist in the preparation of grant applications for various City projects.
- Provide oversight of the GIS system and Asset Management.
- Attend meetings as needed or as requested.

- Act as Public Works Director in their absence.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of Civil Engineering and engineering survey and design; thorough knowledge of public works construction; working knowledge of drafting and computer applications to engineering.
- Knowledge of state laws and municipal ordinances governing public works in order to design, oversee, implement and inspect more complex projects in accordance with same.
- Ability to direct the work of others; ability to establish and maintain effective working relationships with employees, other divisions, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to write memorandums and letters to effectively present information to City staff, managers, public groups, and citizens.
- Ability to work under pressure in fast-paced environment with fluid priorities, frequent interruptions, and multiple, often times competing work assignments with accuracy and attention to detail.
- Assist in the preparation of special assessments.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to write and understand property legal descriptions and surveys.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires knowledge of AutoCAD and other engineering and drawing software, word processing, spreadsheets, database and other related software packages.
- Ability to learn specific municipal and civil engineering policies, practices, manuals and techniques in order to perform essential duties.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to make engineering calculations in order to accurately analyze or design municipal infrastructure.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Civil Engineering or related field and at least 10 years' experience working in Civil Engineering; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Wisconsin Professional Engineer License, or ability to obtain within six months of employment. Valid Wisconsin driver's license at time of appointment and maintain throughout employment.

**PHYSICAL DEMANDS**

This position requires the occasional exertion of up to 25 pounds of force; regularly requires sitting and speaking or hearing; frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; occasionally requires using hands to finger, handle or feel,

tasting or smelling, pushing or pulling, lifting and repetitive motions. Requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels. Requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; occasionally requires exposure to outdoor weather conditions. Work is generally in a moderately noisy location (e.g., business office, light traffic).

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### **SELECTION PROCESS**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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## **City of Pewaukee Job Description**

**Job Title:** Civil Engineer  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Prepared Date:** September 2019

### **GENERAL DEFINITION**

Under the limited supervision of the Public Works Director and the City Engineer, performs intermediate, diversified engineering work including planning, design, project management and drafting for the creation and administration of municipal construction plans or specifications, planning designing and administering municipal civil engineering projects such as streets, sanitary sewer systems, municipal water systems, mapping, and storm water management, and related work as appropriate or assigned.

### **QUALIFICATIONS**

Demonstrate an ability to successfully perform the Essential Duties and Responsibilities, and be able to apply the Knowledge and Skills required for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the City Engineer in the provision of professional engineering services, including:
  - Assist with coordinating the implementation of the Storm Water Management Plan and Storm Water Utility billing.
  - Evaluate and design public works facilities, including storm sewers, sanitary sewers, water mains, and streets.
  - Assist in the review of public infrastructure maintenance and development.
  - Assist the department in field surveying, inspections and plan implementation.
- Communicate with residents and property owners regarding City projects.
- Write and review proposed contracts and specifications.
- Investigate and propose resolution to reports of engineering problems.
- Assist in feasibility studies, design investigations and reports.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Municipal Civil Engineering policies, procedures and techniques in order to design, model, coordinate and implement infrastructure and storm water construction projects.
- Knowledge of state laws and municipal ordinances governing public works in order to design, oversee, implement and inspect more complex projects in accordance with same.
- Ability to provide technical input for Municipal Civil Engineering projects from the initial stage of design through completion, including the oversight of contractors, inspecting the work and preparing cost estimates.
- Knowledge of and ability to use storm water analysis software.
- Ability to operate AutoCAD Civil 3D, ArcGIS (Esri), and other engineering and drawing software.
- Ability to learn specific municipal and civil engineering policies, practices, manuals and techniques in order to perform essential duties.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to make engineering calculations in order to accurately analyze or design projects.

- Ability to work under pressure in fast-paced environment with fluid priorities, frequent interruptions, and multiple, often times competing work assignments with accuracy and attention to detail.
- Ability to read and write English and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the community.
- Ability to write memoranda and letters to effectively present information to City staff, managers, public groups and citizens.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to understand property legal descriptions and surveys.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical calculations in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Assist in the preparation of special assessments.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Civil Engineering or related field and minimum of six years' experience in Civil Engineering; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Wisconsin Professional Engineer License, or ability to obtain within six months of employment. Valid Wisconsin driver's license at time of appointment and maintain throughout employment.

### **PHYSICAL DEMANDS**

This position requires the occasional exertion of up to 25 pounds of force; regularly requires sitting and speaking or hearing; frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; occasionally requires using hands to finger, handle or feel, tasting or smelling, pushing or pulling, lifting and repetitive motions. Requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels. Requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; occasionally requires exposure to outdoor weather conditions. Work is generally in a moderately noisy location (e.g., business office, light traffic).

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### **SELECTION PROCESS**

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DRAFT

**CITY OF PEWAUKEE  
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 5.**

**DATE:** October 14, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:** Kelley Woldanski

***SUBJECT:***

Discussion and possible action to revisit the current adopted practice of issuing pay raises off of the control point of a salary range.

***BACKGROUND:***

When consultants Carlson and Dettmann were here to review our current compensation plan, they had suggested that the City may want to consider issuing pay raises off of the control point of a salary range rather than off an employee's base pay as a way to control costs as well as keep employees within their range for a longer period of time. This practice was adopted by the Common Council. Administrator Klein would like to revisit that practice.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***