

**PUBLIC WORKS
COMMITTEE**

Tuesday, November 13, 2018

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Approval of the October 9, 2018 meeting minutes
4. BUSINESS.
 - a. Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019
 - b. Review and Possible Recommendation regarding Public Works Directors job description
 - c. Review and Possible Recommendation regarding Public Works Organizational Chart.
 - d. Discussion and Possible Recommendation regarding trash and recycling container sizes
5. SCHEDULE NEXT MEETING DATE.
 - a. December 11, 2018 at 6:00 p.m.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Works Committee Minutes

Tuesday, October 9, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Carolyn Clow called the regular meeting of the Public Works Committee to order at 6:00 PM in Conference Room A.

Members present: Member Elizabeth Bohuski, Member Chris Fredrick, Member Marv Meyers, Member Richard Vela, Village Trustee Jerry Adrian, Village Trustee Carolyn Clow

Members not present: None

Staff Present: Brian Berquist & Tim Stieves (Town & Country Engineering), Jim Hessling and Allan Coville (Village staff).

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the July 10, 2018 meeting.

Motion by Marv Meyers, second by Jerry Adrian, to approve the minutes from the July 10, 2018 PW Committee meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

a. Discussion and possible recommendation to Village Board to accept the Public Works Capital Budget items for 2019.

Allan Coville presented each of the 2019 Public Works Capital Budget items to the Committee. After much discussion, Jerry Adrian made a motion to accept the capital budget items as presented, and recommend to the Village Board acceptance of those items. Rich Vella seconded the motion. The motion passed by unanimous consent.

b. Discussion and recommendation on a request to consider safety upgrades to Siggelkow Road near Brandt Park.

Allan Coville gave a background update regarding the Little Spartan Daycare's request to install a pedestrian crossing from their business on the north side of Siggelkow Road, to Brandt Park which is on the south side of Siggelkow Road. Their concern is that they take their kids from their facility to Brandt Park. They have to cross Siggelkow Road and was wondering if there was a better way to cross. Brian Berquist offered some suggestions to the Committee but there was not a good solution. It is not recommended to install a crosswalk mid block as there is diagonal parking they would be walking through which is not safe from a pedestrian crossing stand point. The option to go east to Terminal Drive was suggested but there is not enough right-of-way to place a sidewalk on the back side of the curb along the north side of Siggelkow Road. The option to go west to Erling was not a good option being they would have to cross two driveway entrances where multiple semi's pull into and out of on a daily basis.

Therefore, Jerry Adrian made a motion not to do anything at this time as there was not a safe option to cross from the north side of Siggelkow Road to the south side of Siggelkow Road. Chris Fredrick seconded the motion and the motion passed 6-0.

c. Discussion and possible action to start a recycling campaign for the Village

Allan Coville gave background to this item. The initial interest started back in the spring time when Pellitteri offered to pick up recycling on a weekly basis. Carolyn Clow then discussed her interest to make sure the public was informed on what to recycle and any rules or regulations regarding recycling was communicated to the public. Information regarding recycling was going to be included in the Village's Outlook newsletter. This will be an ongoing item to make sure residents are kept up to speed on the weekly requirements.

d. Discussion and possible action to educate the public on leaf raking and winter salt usage.

Allan Coville explained that it is against Village ordinance to rake leaves into the street. This is to help the streets from flooding and help keep phosphorus out of our lakes, rivers and streams. The Village will pick up leaves at the curb side during the week of November 12, 2018, as long as the residents have the leaves in a bag and the bag has a special sticker placed on it that is Village supplied. The cost of the stickers for the residents is \$2 per sticker.

e. Discussion and possible action regarding the placement of trash and recycling containers for weekly pick up.

Allan Coville explained to the Committee that trash and recycle containers are not to be placed in the streets anytime of year. During the spring, summer and fall, the containers block the street and provide a hindrance for the street sweeper and other Public Works vehicles needing access to the street. During the winter, the containers provide a hindrance to snow plowing and interfere with the snow plows from keeping the streets clean and passable.

f. Discussion and possible recommendation regarding Risen Savior Lutheran Church request to leave driveway access to Holscher Road.

Allan Coville provided background to the Risen Saviors Church's request to keep their driveway to Holscher Road in place. The initial condition of approval for the Church to build stated that the Church could have driveway access to Holscher Road until development to the Church's east had streets which would allow access to the Church's property. Now that the development to the Church's east is building out, the Church wants to keep their Holscher Road access. The Church has been told that they will have to make their request to the Planning Commission beings that Commission was the group that gave the conditional approval to access their drive way to Holscher Road.

g. Department Head project update.

Allan Coville gave a brief update on the status of projects in the Village and status of his replacement recruitment.

5. SCHEDULE NEXT MEETING DATE.

a. Next Meeting is scheduled for November 13, 2018, at 6:00 pm.

6. ADJOURNMENT.

Motion by Marv Meyers, second by Rich Vella, to adjourn at 8:13 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Allan Coville
Director Public Works / Utilities



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 13, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

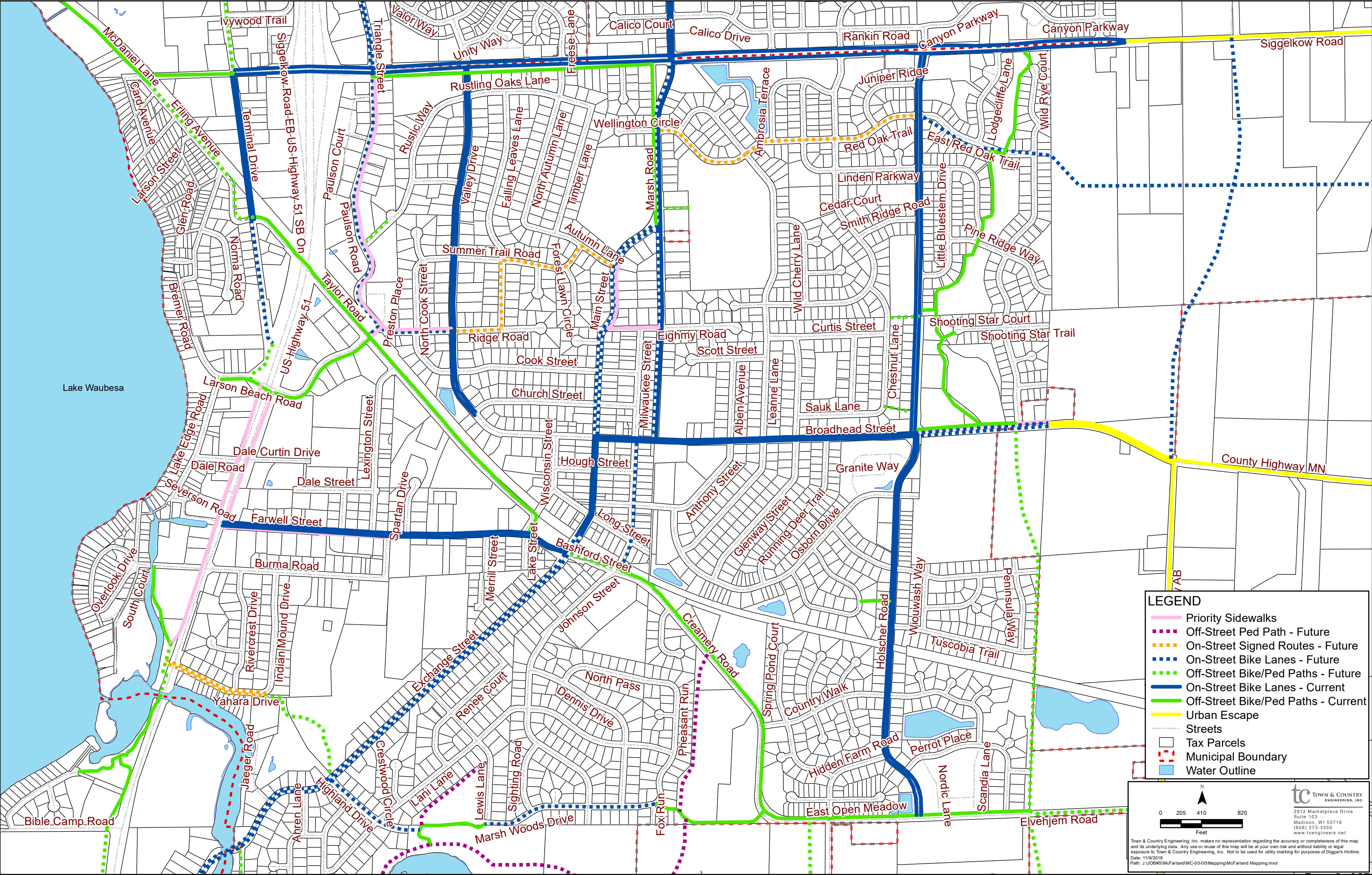
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Bike Ped Map - 11-9-2018



LEGEND

- Priority Sidewalks
- Off-Street Ped Path - Future
- On-Street Signed Routes - Future
- On-Street Bike Lanes - Future
- Off-Street Bike/Ped Paths - Future
- On-Street Bike Lanes - Current
- Off-Street Bike/Ped Paths - Current
- Urban Escape
- Streets
- Tax Parcels
- Municipal Boundary
- Water Outline

0 205 410 820
Feet

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 13, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Review and Possible Recommendation regarding Public Works Directors job description

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Public Works Director has announced his retirement effective in December. Before a recruitment can begin, the Village Board has to authorize the filling of a vacancy. Additionally as is customary with any pending position vacancy, the Village takes a look at the job description to see if any sort of changes or updates might be reasonable. There are a few areas where changes are proposed to better align the position with current job responsibilities. The intent of our review in the meeting is to discuss these changes in order to make a recommendation on the job description as they consider the authorization to fill the vacancy.

Tentatively then the Village Board will take up that recommendation at its meeting on November 26th and the recruitment can begin in December.

FINANCIAL/BUDGET IMPACT:

No changes to the classification are proposed for this position and current funding levels are appropriate to support the wages and benefits for the job.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends reviewing the job description and taking action to make a recommendation to the Village Board regarding the revisions to the job description.

ATTACHMENTS:

1. 10.17.2018 - Public Works Director - Job Description - mgs



Public Works/~~Utilities~~ Director

POSITION DESCRIPTION

Position Title: Public Works/~~Utilities~~ Director

FLSA: Exempt

Department: Public Works/~~Utilities~~

Represented: No

Reports to: Administrator/~~Treasurer~~

Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This Department Head position is responsible for directing and administering the activities of the Public Works/~~Utilities~~ Department, including street and sidewalk construction and maintenance, construction and maintenance of water, sanitary sewer, and stormwater utilities, vehicle and equipment maintenance, solid waste collection, and maintenance of municipal facilities and parks. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Committees, ~~Public Works Committee and Public Utilities Committee,~~ and administrative direction from the Administrator/~~Treasurer~~, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Division Superintendents and Office Manager. Provides indirect supervision of all full-time crew workers, part-time, and other seasonal employees through their respective Division Head. Also serves as the liaison to the contracted Village Engineer position. ~~Supervises crew workers through an intermediate lead position, vehicle maintenance and administrative support staff, meter reader, and various seasonal employees.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the work of the Public Works/~~Utilities~~ Department.
- Prepares and administers annual operating budget for all services delivered by the Department. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

- Recommends public policy, service levels, and municipal ordinances to the Village Board.
- Establishes and enforces internal rules, policies, work methods and procedures.
- Recommends the selection, directs the training, and evaluates the performance of departmental employees.
- Directs the maintenance of appropriate maps, plans, and records, and the preparation of required reports to the Village Board, Wisconsin Department of Transportation, DNR, and the P.S.C.
- Directs the acquisition and maintenance of vehicles and equipment and the inventory of supplies.
- Prepares long-range plans and recommends priorities for the construction, reconstruction, and maintenance of streets, sidewalks, ~~storm sewers and~~ storm water management projects, sanitary sewers, water supply/~~and~~ distribution systems, ~~and~~ Village-owned facilities, and parks.
- Coordinates the design, contracting, and construction of public works and utilities projects with engineers and contractors.
- Performs construction field inspections of public works and utility projects.
- Administers the day-to-day operations of the Public Works Department including functions within the streets, facilities, parks, water utility, sanitary sewer utility, ~~and~~ stormwater utility, and related services.
- Oversees the application of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Responsible for addressing and delegating resident inquiries on solid waste collection as is appropriate. Shall keep the Administrator and Village Board apprised of contractual changes as they result in alterations of service or renewal.
- Oversee the customer service process regarding ~~Processes~~ citizen inquiries or complaints relating to Public Works Department public works/public utilities services and manage response ~~as~~ to requests for services.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and Administrator as appropriate to support operating and capital needs of the Department.
- Represents the department on matters requiring inter-departmental or inter-agency coordination.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping; calculator, copier, GPS, telephone, radio, pager, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of public works administration, ~~and construction,~~ civil engineering, and the ability to keep abreast of future developments in the field.
- * Pertinent federal and state laws, regulatory codes, public works contracting requirements, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The measures and standards by which the efficiency, effectiveness, and quality of the services provided by the Public Works Department ~~public works/public utilities services~~ can be evaluated.
- * Methods, techniques, materials, and equipment used in the maintenance, repair and construction projects coordinated by the Public Works Department. ~~of public works and public utilities projects.~~
- * Occupational hazards, safety equipment, and the standard working practices associated with ~~public works and utility~~ the functions of the Public Works Department.
- * Water and wastewater equipment, operations, and processes.
- * Data processing techniques and applications.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
- † Establish and enforce standard departmental policies and procedures.
- † Determine proper priorities, and delegate work to accomplish departmental objectives.
- † Maintain necessary records and prepare required reports.
- † Read, prepare, and interpret maps, graphs, charts, blueprints, and construction plans and specifications.
- † Prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- † Administer planning and zoning ordinances and interpret and apply building and dwelling codes.

- † Interpret and implement policy and procedural direction from the Village Board and the Administrator.
- † Establish and maintain effective working relationships with the Village Board, Administrator, other department heads, employees, other governmental agencies, builders, contractors, and the general public.
- † Represent the Village in meetings, public presentations, and before the media.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee must frequently lift and/or move up to 25 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- ◆ PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.
- ◆ PERSONNEL MANAGEMENT SKILLS: Supervise, direct, train, & evaluate subordinate personnel.

REQUIRED QUALIFICATIONS

A B.A. degree in civil engineering, public or business administration, or related field; ~~A -a~~ minimum of ten (10) years progressively responsible experience in the public works or utility fields, including five to seven years of experience in a supervisory and administrative capacity; ~~Professional Engineer (PE) license preferred. or any equivalent~~ Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities for the position may also be considered. ~~Must possess or be able to obtain a valid WI driver's license. Village residency is required.~~

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: ????

Amended: May 1, 2014
October 22, 2018



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 13, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Review and Possible Recommendation regarding Public Works Organizational Chart.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In addition to changes to the Public Works Director job description, the Village Board also desires to consider changes to the structure of the Public Works Department. There are two main changes associated with this change in structure:

1. Two Divisions Created - The main service delivery for the Department would be split into a Streets/Utilities Division and a Parks Division. The intent is that by segregating these responsibilities within the Divisions will provide better oversight over the day to day operations of the service delivery, especially for Parks. All of this falls now on the Assistant Director and going forward would break that up between two Superintendents as its titled. A draft job description for the Parks Superintendent position is provided as background to help show what is intended for that position to do and is not presented for approval.
2. Office Manager Created - The tentatively titled office manager is more of a function to assist in the management of the Utilities as well as assist the Director in fulfilling the administrative functions of the office. It was identified that help was needed to provide stronger direct management of the administration of the utilities whereas that is addressed within a decentralized capacity for the time being. Similar to the Parks Superintendent position, this job description is presented for support to show what is intended for the position to do.

The board would like to have the organizational chart completed so that it can accompany and support the recruitment of the new director. As it has been reviewing and discussing through the budget process, it was felt that more attention was needed in these areas by adding Staff to help fill these voids as they considered them. The Committee should review these changes and provide comments to the board as a recommendation.

**FINANCIAL/BUDGET IMPACT:**

The financial impact for two new positions is obviously significant; however, changes to the 2019 Budget have been authorized to fund the Office Manager as of January 1, 2019 and the Parks Superintendent as of July 1, 2019. The total cost of the Office Manager is projected at \$102,965 and will be spread amongst the General (5%), Utilities (70%), Stormwater Utility (15%), and Solid Waste (10%) funds. The total cost of the Parks Superintendent is projected at \$42,385 and will be spread amongst the General (85%), Utilities (5%), Stormwater Utility (5%), and Solid Waste (5%) funds. The Village Board is poised to approve the budget with these changes at its meeting on November 26th.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

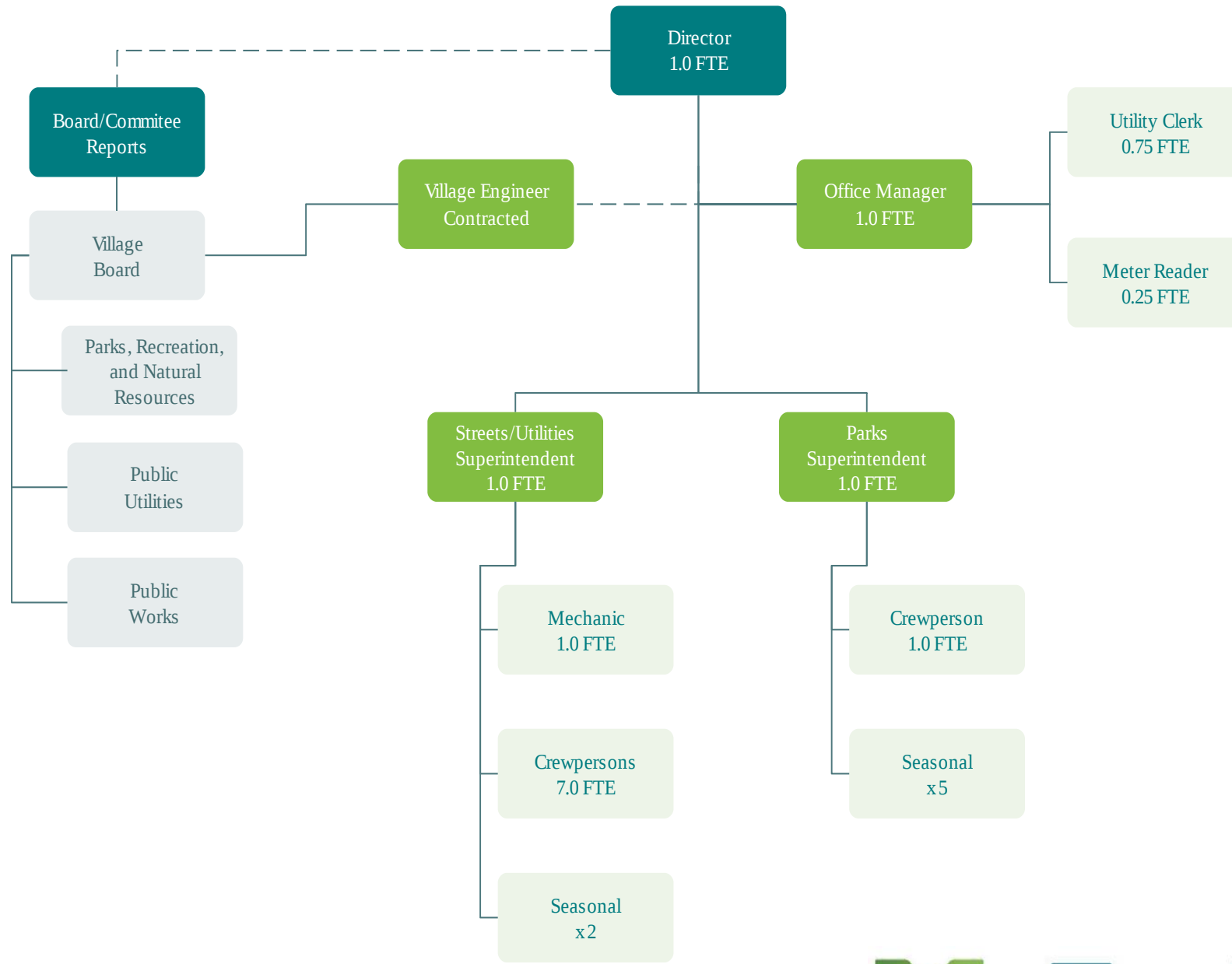
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends reviewing the job description and taking action to make a recommendation to the Village Board regarding the revisions to the organizational chart.

ATTACHMENTS:

1. Public Works Organizational Chart 11022018
2. 11.05.2018 - Office Manager Job Description DRAFT
3. 11.05.2018 - Parks Superintendent Job Description DRAFT



Office Manager

POSITION DESCRIPTION

Position Title:	Office Manager	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Public Works Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Oversee the utility customer billing for residential, commercial, industrial, and government accounts for the utilities.
- Manage the financial performance of the utilities to ensure that they maintain current and future financial stability.
- Forecast the impact of future capital investments and operational expenditures on revenue requirements and recommend rate increases when necessary.
- Assist in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.

- Ensure the utility is operating in accordance with PSC, WI DNR, and GAAP rules and regulations.
- Forecasting short-term and long-term capital needs of the utilities including annual review of asset replacement.
- Maintain inventory and maintenance records of meters, hydrants, valves, and mains including annual meter change outs.
- Coordinates annual cross connection inspectors for residential, commercial, and government accounts.
- Maintain storm water ERUs for all properties in the Village.
- Approve check refunds of utility credits.
- Notification of NSF payments for utility bills.
- Supervise and coordinate the work of the Utility Clerk.
- Assist the Public Works Director with various financial related projects or assignments.
- Coordinate with the Treasurer to administer tax certification process for delinquent utility accounts for the annual property tax roll.
- Maintain data and process grant applications and follow-up reports.
- Prepare rate applications for the PSC.
- Manage customer service expectations and relationships for the Public Works Department.
- Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.
- Monitor and track impact fees for utilities and recommend projects for its use.
- Assist in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. Occasional attendance at an evening meeting will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern governmental and utility accounting theory, principles, and practices.
- Public finance and fiscal planning.
- Public Works including sewer, water, and stormwater operations.
- Budgetary, accounting and reporting systems, GAAP, GASB, PSC, and DNR.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.
- Municipal accounting software, preferably Caselle Clarity.

Ability to

- Prepare and analyze complex financial reports.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED QUALIFICATIONS

A B.A. degree in accounting, finance, public, or business administration, or related field. A minimum of three to five (3-5) years progressively responsible experience municipal accounting experience, public works administrative operations, and/or utility management. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended:

Parks Superintendent

POSITION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing and supervising the operations of the Parks Division. This is also a hands-on position that performs critical and routine direction to ensure the Village park system is properly funded, maintained, and necessary capital improvements are properly planned. Key responsibilities include: plan development for maintenance activities, land management activities, maintain inventory, program development, customer service, marketing, revenue development, budgeting, forestry, planning, meeting management, and other related tasks to support the operations of the Department and Division.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Village park system.

Supervision Exercised

Provides direct supervision to the Parks Crewperson(s) and Seasonal Parks employees as applicable. Provides indirect supervisions of all full-time Public Works Crewpersons, part-time, and other seasonal employees when assigned to work within the Village park system.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.
- Perform land management activities for village properties to include tree planting, and invasive species control as needed for Village property.
- Maintain inventory of parks amenities, equipment and vehicles in order to recommend replacement within the 5 year capital improvement plan.
- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Creates and implements a local and regional marketing program for the McFarland Park System.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.
- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.
- Reviews opportunities to integrate the LYRT into the community.
- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.
- Evaluates and recommends use of Park impact fees throughout the Village.
- Oversees the forestry duties of the Village including tree trimming and emerald ash borer response plan.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.
- Liaison to the Parks, Recreation, and Natural Resources Committee.
- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS**Knowledge of**

- Current principles and practices of parks and urban forestry administration, development, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of park services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- Occupational hazards, safety equipment, and the standard working practices associated with parks and urban forestry functions.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual park maintenance needs.
- Establish and enforce standard departmental policies and procedures as they related to the Village park system.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 24 pounds, and occasionally lift and/or move up to 75 pounds. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

REQUIRED QUALIFICATIONS

A high school diploma or equivalency required with the minimum of an Associates Degree preferred in the fields of parks, land management, urban forestry, or related field. A minimum of three to five (3-5) years progressively responsible experience in the fields of parks, land management, urban forestry, or related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended:



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 13, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion and Possible Recommendation regarding trash and recycling container sizes

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None