

**PUBLIC UTILITIES
COMMITTEE**

Tuesday, January 15, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the November 13, 2018 meeting.
4. BUSINESS.
 - a. Discussion and action regarding an alternate bid for water main capital improvement projects planned for 2019.
 - b. Discussion and possible recommendation to the Village Board regarding the creation of a "Sanitary Sewer Backup Exposure Reduction Program".
 - c. Presentation by Public Works Director regarding monthly department report.
 - d. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, February 19, 2019 at 6:00 pm.
 - b. Tuesday, March 12, 2019 at 6:00 pm - Joint meeting with Public Works Committee.
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, November 13, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Carolyn Clow called the regular meeting of the Public Works Committee to order at 6:08 PM in Conference Room A.

Members Present: Elizabeth Bohuski, Chris Fredrick, Marv Meyers, Village Trustee Carolyn Clow, Village Trustee Jerry Adrian

Members not Present: Member Richard Vela

Staff Present: Matt Schuenke (Village Administrator), Brian Berquist (Town & Country Engineering), Allan Coville (Director Public Works / Utilities) and Jim Hessling (Assistant Director of Public Works)

2. PUBLIC APPEARANCES.

None at this time.

3. APPROVAL OF MINUTES.

a. Approval of October 9, 2018 Public Works Minutes

Motion by Village Trustee Carolyn Clow, second by Member Jerry Adrian, to Approve the October 9, 2018 Public Works Minutes as amended. Motion carries 4 - 0 - 1 by acclamation.

4. BUSINESS.

a. Review and possible recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.

Streets slated for resurfacing in 2019: (Pulverize and re-pave asphalt)

- Main St from Marsh to Eighth (replace water main): Desire for bike lanes and sidewalks, committee would like to see some more sidewalk layouts for here.
- Eighth, East part from Marsh to the end: Not identified in plan doc for more sidewalk or bike lanes. Resurfacing only.
- Timber Lane: Not identified in plan doc for more sidewalk or bike lanes. Potential water main diameter change from 8" to 10". Gap of missing curb and gutter already in budget. No painting changes proposed.
- Autumn Lane from Main to Sigglekow: Not identified in plan doc for more sidewalk or bike lanes. Resurfacing only.
- Smith Ridge Road: Holscher to Black Walnut. Not identified for bike routing. Sidewalks already there. Resurfacing only.
- Scott Street: Leanne to the end. Small section already done recently. Potential for minor stormwater drainage and manhole work. No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.
- Tina: Heading North. No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.
- Hankins Court: Resurfacing only.
- Osborn: Anthony to 120' east of Running Deer. Sidewalks there, no additional in plan. Some ADA ramps should be re-done. Resurfacing only.
- Creamery Court: No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.

T&C will come back with additional layouts and costs for sidewalks and bike lanes along Main Street.

b. Review and possible recommendation regarding Public Works Director's job description.

Schuenke reviewed and explained the changes to the job description with the Committee.

Motion by Frederick to make a recommendation to the Village Board to approve the Public Works Director's job description with minor changes, second by Meyers. Motion carries 5-0-0.

Review and possible recommendation regarding Public Works Organizational Chart.

Schuenke reviewed and explained the changes to the Public Works Organizational Chart with the Committee.

Motion by Frederick to make a recommendation to the Village Board to approve the Public Works Organizational Chart with consideration given to elevating the PW Superintendent higher than the Parks Superintendent, second by Meyers. Motion carries 5-0-0.

Discussion and possible recommendation regarding trash and recycling container sizes.

The Village currently owns the trash and recycling containers. When the Village orders containers, they must order a minimum of 144 McFarland-branded containers at a cost of approximately \$55/each, plus shipping costs. The question was posed if we can eliminate the use of the 96 Gallon containers. It was suggested that if a resident wants a 96 gallon can that we have Pelliteri supply a generic can that they maintain. It was suggested to follow up with Pelliteri on costs as well as update the information on the Village website regarding the sizes offers.

5. SCHEDULE NEXT MEETING DATE.

a. January 8, 2018 at 6:00 pm.

6. ADJOURNMENT.

Motion by Member Marv Meyers, second by Member Chris Fredrick, to adjourn at 7:44 pm.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 15, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action regarding an alternate bid for water main capital improvement projects planned for 2019.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village Engineer will be present to discuss our water main replacement projects for next year and his suggested strategy for upcoming bids. There is a brief map in your packet as background and the Engineer will be present to discuss in the meeting to go over these issues.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 projects



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 15, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and possible recommendation to the Village Board regarding the creation of a "Sanitary Sewer Backup Exposure Reduction Program".

PREVIOUS ACTION:

ISSUE SUMMARY:

The Committee has previously discussed creating a manual to assist Staff in addressing sanitary sewer backups when they occur. Included within your packet is the manual updated for McFarland based on the template originally prepared by our insurance provider. The intent of this document is to be descriptive, consistent, and responsive when these situations do occur. Our objective for Tuesday is to review this document as the base manual for these types of situations, and if agreeable then we'll continue to review and bring it together.

There are several appendices listed that we still need to prepare but they are to be included in order to provide further guidance during various steps in the process. We have templates for these that need to be formatted and presented with the final draft for review.

Staff also wants to share with Public Works employees who will be responsible for some aspects of this, the Village Attorney, and our insurance provider who wrote the original manual. It will be likely this comes back to the Committee in March after all these steps are complete assuming the base manual is acceptable following discussion this coming Tuesday.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

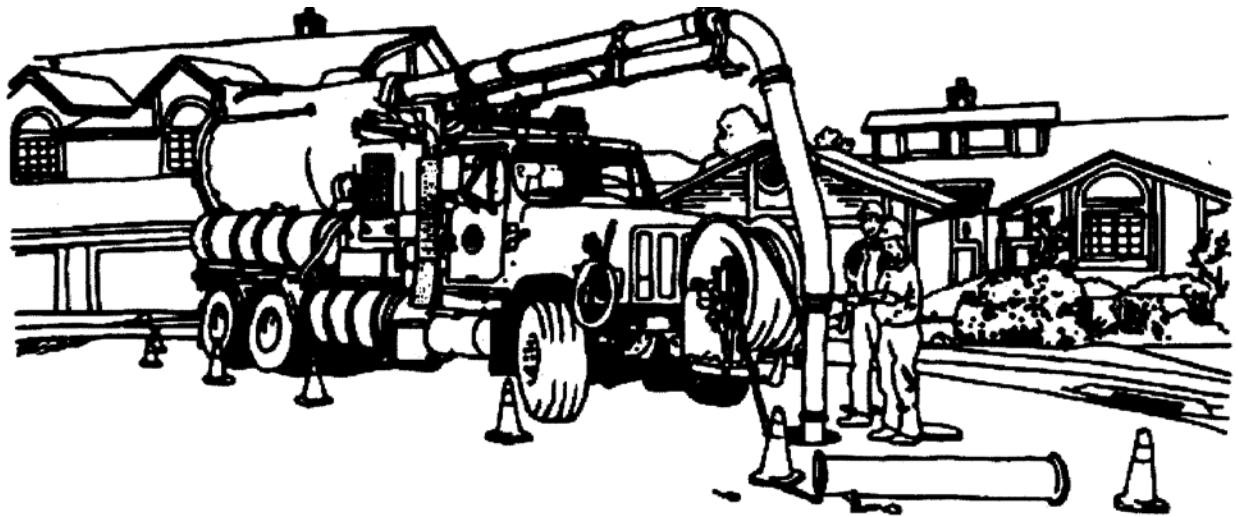
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

1. Sewer Backup Manual 01102019 mgs

McFarland VILLAGE OF



SANITARY SEWER BACKUP EXPOSURE REDUCTION PROGRAM

Public Works Department

Adopted March 25, 2019

Section 1 *OVERVIEW*

The McFarland Public Works Department (“Public Works”) has a responsibility to maintain the sanitary sewer system to protect public and private property that may be damaged in the case of sanitary sewer backups and to reduce exposure to costly claims and litigation.

Public Works has a duty of care to assure that...

- 1) ...its sanitary sewers have been correctly designed and installed to the best of their knowledge;
- 2) ...the sanitary sewer system is adequately maintained through planned inspections and repair as appropriate and necessary; and
- 3) ...an emergency response plan is in place in the unfortunate event a sanitary sewer blockage and/or backup were to occur.

The provision of sanitary sewer services is governed locally under Chapter 47 of the Village of McFarland Code of Ordinances.

Section 2 *SANITARY SEWER BACKUP PROGRAM*

It is the accepted responsibility of Public Works to adequately preserve the integrity of its municipal sanitary sewer system. Sanitary sewers, to the extent that the Department is able, must be kept in good condition and repair that are free from obstructions that may hinder the system and cause damage, financial loss, or inconvenience. The contents of this manual and the program that it entails to reduce the exposure to the Village regarding possible damage caused by the sanitary sewer program were reviewed and recommended by the Public Utilities Committee. Further, the Village Board took action to accept this recommendation and authorized the use of this program via resolution that is contained within this manual as Appendix A.

Section 3 *PREVENTIVE MAINTENANCE GUIDELINES*

A. System Design.

New sanitary sewer system components are designed by qualified engineers and installed in accordance with accepted engineering specifications. Repairs or improvements to existing sanitary sewer lines must use PVC pipe or other similar high-quality durable material.

B. Sewer Use Ordinance

The Village has a Sanitary Sewer Use Ordinance that requires the installation of back-flow prevention assemblies in all new construction, and requires installation of back-blow preventers on the lowest drains of all existing buildings. All restaurants, laundromats, and other appropriate commercial facilities are required to install grease traps. Property owners are prohibited from directing sump pumps and downspouts into the sanitary sewer system. The specific requirements regarding the use of the sanitary sewer system are contained within Article III of Chapter 47 the Public Utilities Code.

C. Preventive Inspections, Cleaning, and Maintenance

The sanitary sewer inspection and cleaning program to be followed should include:

- Cleaning of the sanitary sewer lines on a frequent basis.
- Televising of the sanitary sewer lines on a frequent basis.
- Cleaning of all Village owned lift stations on a frequent basis.

The frequency and matter in which inspection and cleaning is completed, shall be determined by the Public Works Director based on the availability of resources, services, and technology as appropriate. The Public Works Director will make decisions based on the recommendation of the Village Engineer and upon approval of the Village Board and Public Utilities Committee as might be needed.

Section 4 ***SEWER BACKUP RESPONSE PROCEDURES***

A. Office Response to a Citizen Report.

Proper response by Public Works personnel when a property owner reports a sanitary sewer back up problem can greatly minimize anguish and loss from such incidents. A stressed caller should be treated with consideration and empathy. The call should be accepted in order to gather the following information:

- The location of the backup and the name and phone number of the individual making the report.
- If available, the contact should be immediately referred to a Supervisor for further response.
- Clear information from Public Works personnel as to when the individual making the report should expect a response and to what extent.

B. Field Response to a Sanitary Sewer Backup.

Timely action taken by field personnel will vary, depending upon the situation. It is vital that the individual who reported the backup be met calmly, and that full respect is shown for the owner's property and possessions.

Public Works personnel shall conduct the following steps:

- Take all necessary steps to determine the cause of the sanitary sewer backup.
 - Check the flow in the manholes above and below the backup location.
- Quickly arrange to correct the problem if it is determined to be in the main lines:
 - If a blockage has caused the sanitary sewer backup, remove the cause of the blockage.
 - If possible, televise the lines to find and help document the problem.
 - Never discuss matters of legal claims or liability for damage, refer these inquiries to an available Supervisor.
- If the sanitary sewer blockage problem was in the later line, clearly explain to the user the maintenance of the later line is the responsibility of the property owner and that they must complete the repair.
- Suggest local plumbing/sewer line repair companies that could possibly help, but do not make recommendations.

Section 5 *SANITARY SEWER BACKUP INVESTIGATIONS*

Documented sanitary sewer backup incident investigations are important for preserving the integrity of the sanitary sewer system, for providing insurance coverage information, and for reducing the risk of litigation against the Village.

- Accurate information helps the municipality's insurance carrier. If a Claims Examiner is contacted by a Claimant, it is critical that they have been prepared with accurate information about the incident.
- All sanitary sewer backup investigations should be documented and reported to the Public Works Director.
- The Public Works Director shall review and compile for filing with the Village's insurance carrier upon consultation with the Village Administrator and Clerk/Treasurer as is appropriate.

Section 6 *SANITARY SEWER BACKUP EMERGENCY RESPONSE PLAN*

An emergency response plan should be developed to assure the applicable personnel are prepared to take timely and efficient action in the case of a sewer backup incident. The plan should include at least the following:

- Primary response personnel shall include names, titles, and emergency phone numbers.
- Backup personnel to be contacted should those in primary positions be unreachable.
- Police and Fire/Rescue Department phone numbers (non-emergency).
- Specialty contractor information that may be needed for plumbing/sewer line repair, cleaning or engineering consultation.
- Names and telephone numbers of any regulator or environmental agency that should be informed of a sanitary sewer backup or wastewater problem.
- A power failure backup system should be in place, as well as a failure alarm system for all lift stations, or sewer pump stations.
- Alarms should ring to a staffed location or 24-hour "on-call" phone.

Section 7 *EDUCATION AND TRAINING*

A. Employee Qualifications and Training.

Employees along with some contractors are trained in the Village's sanitary sewer system. Training can be in several forms, including but not limited to, formal education, various seminars, schooling, licensure, safety and hands on experience. The Public Works Director shall be responsible with ensuring proper training is provided to the Department based on the availability of resources.

B. Community Education.

Community education can come in several forms. It is the Village's intention to provide this information on its website and possibly other social media outlets. This type of information will also be included with the "new resident packets" for all newly constructed homes and businesses. Public Works is further encouraged to partner with the Communications and Technology Department to inform the public of these issues using a diverse media opportunities to do so.

Among other facts of interest, the information provided should explain:

- What may cause sanitary sewer backup problems.
- How to help prevent sanitary sewer backup incidents by avoiding the deposit of grease, bulky non-soluble items down household toilets, and/or potential tree root intrusions.
- Not putting items labeled as flushable wipes down the toilet. These items should be discarded in the weekly trash.
- The value of back-flow preventers for below-ground building levels and drains, and for periodically inspecting them.
- How and where to report a sanitary sewage backup problem.
- Suggestions regarding the purchase of sanitary sewer backup endorsements through an insurance agent.

Appendices *Program Support Documents*

Appendix A Village Board Resolution Approving Program.

Appendix B Sanitary Sewer Backup Intake Report

Appendix C Sanitary Sewer Backup Field Assessment

Appendix D Sanitary Sewer Backup Follow Up Investigation

Appendix E Public Works Contact Information



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 15, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation by Public Works Director regarding monthly department report.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Dec 2018 Directors report

PUBLIC WORKS COMMITTEE

January 8, 2019

PUBLIC UTILITIES COMMITTEE

January 15, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

January 17, 2019

Acting Directors Report

for

December 2018

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Plowing Operations

On December 25, the department handled a fast moving snowstorm that deposited approximately a half inch of snow that slowed travels. Staff salted intersections as the weather was expected to be above freezing the next day. The department also handled a few minor storms along with some freezing rain events.

Orchard Park

Clearing at Orchard Hill Park is still on going. Staff has been trimming up various trees and clearing additional brush from the site.

Meter Change Outs

Water meters are being changed out to meet testing requirements. We anticipate this to continue through the winter months.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 15, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In November of 2018, several Committees reviewed changes to the Public Works Department through a revision to the Organizational Chart. This chart was approved as a draft by the Village Board at their meeting on November 26th of last year. Within it there are two new positions that have to be created starting with their job description. Previously, the position of Office Manager was proposed to be added to the Department to provide administrative support. This position was funded in the 2019 Budget as of January 1, 2019 and review of that description began with the Personnel Committee at their meeting last month.

The Personnel Committee discussed at length the position description for the proposed Office Manager within the Public Works Department providing some direction through their comments. Staff reviewed this discussion and updated the position description for review by the Personnel Committee on January 7th, Public Works Committee on January 8th, Public Utilities Committee on January 15th, and finally Parks Committee on January 17th. The objective is to complete our review this month and work on the remainder of what's necessary to fill the position next month.

The original position description for the Office Manager was included for your review as part of the Organizational Chart approval in November of last year. The revised version included within your packets shows the changes proposed to the document now related to what they looked like at that time. Enclosed is a clean and revised version with a summary of the major changes:

- Title - The position title across most Committee's has not been uniformly agreed upon. Staff is proposing to re-title the position to Assistant to the Public Works Director. These types of positions are common in high level professional capacities to assist the



Director in fulfilling the essential administrative services of the Department beyond general admin support that is presently available on a part-time basis.

- Theme - Changing the title in this capacity allows for the position to serve in a broader capacity across the Department which spans Public Works, Parks, Utilities, Facilities, Solid Waste, Utilities, and Stormwater Utility. Several of the changes to the duties presented are meant to reflect this theme and make it less specific to the former leadership role it had managing the utilities.
- Financial - These responsibilities remain a large part of this position but again is presented more in a way to assist the Director in overseeing the financial responsibilities of the Department. They would also work with other Departments as needed to facilitate their duties.

FINANCIAL/BUDGET IMPACT:

This will remain "to be determined". The 2019 Budget was approved funding the position at Grade 18; however, once the position description is complete we will restart the classification process to more specifically determine the grade. At that time we would have a more direct correlation to what the financial impact is; however, funds should be sufficient for what is intended.

VILLAGE PLAN REFERENCE:

Compensation and Benefits Manual
Personnel Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended the Committee review the job description and affirm as a draft it is acceptable.

ATTACHMENTS:

1. 01.10.2019 - Asst to PW Director Job Description mgs REDLINE
2. 01.10.2019 - Asst to PW Director Job Description mgs CLEAN

Assistant to the Public Works Director **Office Manager**

POSITION DESCRIPTION

Position Title:	<u>Assistant to the Public Works Director</u>	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 assisting the Public Works Director in 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

- Manages customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assists 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.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable utility credits and issue notification of NSF payments for certain bills.
- ~~Notification of NSF payments for utility bills.~~
- ~~Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.~~
- Assists the Public Works Director in forecasting ~~Forecast~~ the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources on revenue requirements and recommend rate increases when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees. ~~and recommend projects for its use.~~
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement. ~~of meters, hydrants, valves, and mains including annual meter change outs.~~
- Supervises ~~Oversee~~ the utility customer billing for residential, commercial, industrial, and government accounts for all utility services. ~~the utilities.~~
- Manages the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- ~~Forecasting short term and long term capital needs of the utilities including annual review of asset replacement.~~
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) PSC, WI DNR, and GAAP rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections ~~ors~~ for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU)s for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.

- ~~Supervise and coordinate the work of the Utility Clerk.~~
- ~~Assist the Public Works Director with various financial related projects or assignments.~~
- Coordinates with the Treasurer to administer tax certification process including but not limited to for delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary and follow-up reports as directed by the Public Works Director.
- ~~Prepare rate applications for the PSC.~~
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) 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 a~~ Attendance at a minimum of two ~~a~~ evening meetings per month will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern ~~governmental and utility accounting~~ theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department, 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

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- 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 MINIMUM 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: None.

Assistant to the Public Works Director

POSITION DESCRIPTION

Position Title:	Assistant to the Public Works Director	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 assisting the Public Works Director in 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

- Manages customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assists 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.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable credits and issue notification of NSF payments for certain bills.
- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervises the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manages the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinates with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) 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. Attendance at a minimum of two evening meetings per month will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department.
- 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

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- 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 MINIMUM 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 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: None.