

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Thursday, November 3, 2016 – 6:00 p.m.

(or immediately following previously schedule meeting)

Lincoln Center – 1519 Water Street

[A quorum of the City Council and Police & Fire Commission may attend this meeting]

Discussion and possible action on:

1. Springsted Market Survey Presentation
2. New Position Request Facilities Supervisor II – Parks Department
3. Adjournment

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
Fax: 715-346-1530



**Mike Wiza**  
**Mayor**  
mwiza@stevenspoint.com  
715-346-1570

October 31, 2016

MEMORANDUM

TO: City Council Committee Members  
FROM: Mayor Wiza  
RE: Springsted Market Survey

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We went into this Market Survey with some simple goals:

1. Hire a professional to evaluate where we are in the market regarding compensation for the positions we currently have.
2. Let the professional do the work and keep our personal feelings and politics out of the process.
3. Show us the process used and provide us the tools to evaluate new or changed positions in the future.

When we started this process, department heads reviewed the job descriptions and previous JDQs for each position under them for accuracy. Job descriptions and JDQs along with any previous appeal documentation were turned over to Springsted. All appeal documents were forwarded, whether they were approved or not. Springsted had a call with each department head, along with myself, to answer any questions that Springsted had about positions under them. The Council President and Personnel Chair were invited to those calls as well.

There were never any personal opinions that were injected into the process, mine included. Having confidence that the process was not clouded by politics or personal feelings was critical, so there have never been any interactions with Springsted that weren't involving more than one person.

I'm confident that we've stuck true to the goals and have a product we can have trust in. Ann will be in Stevens Point on Thursday to present her process to the employees whose positions were evaluated. We have several times scheduled Thursday and we're offering that presentation to all department heads first, then all employees and finally the Personnel Committee/Council/PFC that evening. There will be time to ask questions about the process at all of those presentations.

After the presentations, we will distribute the results of the Market Survey to the employees and Council. We understand that each department is unique to some extent and results will be given out by department. Because this survey evaluated positions and not the people filling those positions, we will not be including the employee names.

Review the results. If needed, questions can be submitted in writing and we'll get those to Springsted and share the responses received.

All appeals will be handled by Springsted. That was requested of Springsted to ensure the process is not influenced by politics and personal opinions. We asked for that in the cost and scope of the contract with Springsted and Council approved it.

The appeal process will be distributed to all departments and employees on Monday, Nov. 7<sup>th</sup>. Appeals should be based on the job and the job duties not the person doing that job.

After we've completed the appeal process, our Personnel Manager and a backup person will be trained on the system that Springsted used. This will allow us to rank new positions or jobs that have a change occur internally. This tool will not be used to "tweak" or manipulate current jobs to rank them higher, which would defeat the integrity of the whole process.

I hope we can all respect the efforts that have gone into making this a fair, equitable and transparent process and thank everyone for their patience and understanding, allowing it to unfold as it needed to. The last commitment we have is to implement the results. It is important to our employees that we follow through on the findings. That opportunity will happen later this month.

cc: City Department Heads  
Ann Antonsen, Springsted

A handwritten signature in black ink, appearing to be 'ML', is written over the text 'Ann Antonsen, Springsted'.

October 14, 2016

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Request for Facilities Supervisor II position in Parks.

The Parks director has requested we recreate the Facilities Supervisor II position in Parks. The history and his request is attached.

After reviewing the request and discussing the position with Director Schrader, I am recommending we do not create this position.

The duties of the former position had previously been reallocated to others, including the Facilities Supervisor, Parks Supervisor and City Forester. Those positions have been adjusted in duties, salary and grades during the Carlson Pay Study conducted previously, and recently evaluated in the current Market Survey.

Additional duties have been allocated to seasonal employees and have met with sufficient success to this point.

While some savings would be realized by not having the seasonal positions, the additional salary of the proposed position cannot be absorbed in the Parks budget.

If the Council chooses to create the requested position, I would recommend that the Facilities Supervisor, Parks Supervisor and City Forester be re-evaluated with a reallocation of duties.

Mike Wiza  
Mayor of the City of Stevens Point

Director of Parks & Recreational Services  
Tom Schrader  
2442 Sims Ave.  
Stevens Point, WI 54481  
715-346-1531  
tschrader@stevenspoint.com

Stevens  
Point Parks,  
Recreation  
and Forestry

# Memo

To: Mayor Wiza  
From: Tom Schrader  
CC:  
Date: July 13, 2016  
Re: Re-filling Facilities Supervisor II position

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In January of 2012 our Facilities Supervisor II position was eliminated from our budget to free up funds to cover the costs of a new position in the Community Development department (Econ Dev/Assoc. Planner). The Facilities Supervisor II position besides overseeing the day to day operations of the city pool and Winter Sports area, assisted in the day to day operations of the Willett Arena.

With the reduction of this position, the responsibilities were then delegated to the Facilities Supervisor, Parks Supervisor and City Forester. The Parks Supervisor took on the responsibilities of the day to day operations of the Winter Sports Area. The City Forester took on the responsibilities of playgrounds and tennis/track scheduling. The Facilities Supervisor took on the responsibilities of the day to day operations of the city pool.

I was told the Facilities Supervisor would now be responsible for overseeing the day to day operations of both the Willett Arena and city pool. And seeing both of these facilities operate seven days a week (Willett 7 days a week and approx. 12 to 16 hours per day, pool 7 days a week approx.. 10 -12 hours per day) we were told if we needed assistances we could hire a seasonal person to help in the operations. As you can see from the hours of operation at both of these facilities, you couldn't operate them without some type of assistant.

For the past several years we have budgeted for an additional staff and operated with a seasonal employee. We have had some success on hiring and training a staff member on the operations of both facilities, but due the responsibilities and time commitment of the duties we are asking them to

perform, we have not been able to keep a person in this position very long. When this has happened we need to start the hiring and training process all over again, and this is not an effective way to operate multi-million dollar facilities. And over time these turnovers will create a problem of stability and consistency. This instability and lack of consistency is not good for the patrons using our facilities or our staff trying to operate them. It takes our Facilities Supervisor nearly an entire year to train a person on the day to day operations of both of these facilities (because each facility has some unique operations), which takes away from his primary duties.

The Willett Arena operates seven days a week for seven months. During this time we estimate over 180,000 guests come through the doors to the facility. The operations consist of advertising, marketing, concession operations, programming, contract agreements, knowledge of ice maintenance/ice making equipment and operation of Zamboni, staff training, handling of cash to list a few. The pool operates seven days a week for nearly three months with most of the same type of operations, with the exception that we would ask the person in this position to become a certified pool operator. We need this because with only two other staff members certified, it's hard for them to get away on vacation or in case of an illness. This certification is needed/required to operate and maintain all the filtration systems and water chemistry of the aquatic centers three pools.

I have put together a new job description and would like to ask that we eliminate the current two seasonal positions and re-fill the vacated Facilities Supervisor II position as per the new job description. By re-filling this position it will allow us to better serve our patrons and allow our current staff more time to improve our day to day operations of our facilities. Not to mention making it easier to work around illnesses and vacations at seven day week operations. Currently we budget for a person for about eight months at the arena and three months at the pool. However, this amount may not be enough funding to cover the costs depending on where this position would fit into the pay plan.

POSITION DESCRIPTION

CITY OF STEVENS POINT

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TITLE OF POSITION: Facilities Supervisor II  
WORK UNIT: Parks Department  
IMMEDIATE SUPERVISORS: Facilities Supervisor I Salary

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**SECTION A**

**DISTINGUISHING FEATURES OF THE CLASS**

Employee is responsible for assisting in the overall management of the multipurpose building (Willett Arena) and swimming pool including preventive maintenance, repairs and scheduling of stadium complex (Community Stadium). Responsible for the daily operational maintenance, custodial and grounds tasks for the entire Ice Arena and outdoor swimming pool; aids in cleanup and maintenance of outdoor and indoor recreation facilities and parks department. Position requires working evenings and weekends during the winter months and some weekends in the summer months.

**SECTION B**

**ESSENTIAL KNOWLEDGE AND SKILLS**

Ability to communicate effectively.

Ability to maintain written and computer generated reports, needs and forms.

Ability to develop work schedules and making assignments and decisions.

Ability to plan, supervise, and motivate others.

Ability to maintain a cooperative and understanding work relationship with the supervisor, seasonal employees and general public.

Skill in the use of common tools, power tools and various equipment.

Good working knowledge in Ice Arena operating refrigeration equipment and making ice and outdoor City Pool operations.

Knowledge of recreational facility management activities and administration. To include but not limited to indoor ice arenas and swimming pools.

Good working knowledge and ability to diagnose and repair mechanical equipment in the following areas: ice making machine, compressors, ice edger, furnaces, water heater, pumps, exhaust fans, air conditioning, plumbing equipment, dehumidifiers, chemical feeders, filtration system and water chemistry/balance.

Skill in the use of common tools, power tools and various equipment.

Knowledge on operation of dump truck, bucket truck, garbage truck, snow removal equipment and loader

## **SECTION C**

### **SPECIAL QUALIFICATIONS REQUIRED**

High School graduation or GED with previous experience in parks, Ice Arenas or related work referred.

Receive an Aquatic Facilities Operator (AFO) or Certified Pool Operator (CPO) certification after one year on job.

Receive Star Training after one/two years on the job.

## **SECTION D**

### **ESSENTIAL DUTIES PERFORMED**

Assists in Scheduling and Supervising Programs to promote the multipurpose building (Willet), Community Stadium, and swimming pool.

Assists in training staff as necessary.

Assists in records of payroll, and cash receipts for multipurpose building (Willet), Community Stadium, and swimming pool.

Administers and enforces city and departmental rules and regulations. Communicates and instructs personal of rules, regulations, procedures and policies.

Assists in ordering and maintaining an inventory for multipurpose building (Willet), Community Stadium, and swimming pool.

Oversees Ice Arena / Football concession stand ordering, scheduling and operations

Must be fully competent and perform at a satisfactory level in all essential duties. The routine tasks listed below are required for the knowledge, skill, and/or ability for the position.

Operates pick-up trucks, tractors. Large and small mowers and other powered grounds equipment and Janitorial work in indoor and outdoor recreation facilities and areas.

Responsible for general building maintenance, repairs and cleanliness.

Responsible to maintain all mechanical and machinery required to operate the Ice Arena and City Pool.

Investigate and provide skilled mechanical repairs in maintaining ice making machine, electrical circuits, motors, controls, lighting fixtures, fans, faucets, sinks, toilets, air handlers, dehumidifiers, heater, pool chemical feeder, filtration systems, water chemistry/balance.

Operates and repairs ice resurfacer and various other types of hand-operated equipment.

Maintains ice sheet in usable condition at all times.

Direct and or performs janitorial cleaning whenever needed to maintain the Ice Arena and City Pool in respectable condition.

Provides work directions and training to fulltime/seasonal employees. To include but not limited to ice resurfacing and skate sharpening.

Responsible for cleaning and care of assigned equipment.

Reports needed repairs or malfunction of equipment to supervisor.

Performs minor repairs and preventive maintenance to park facilities and park related equipment including: mechanical, plumbing, carpentry, masonry, and electrical

Performs landscape methods and procedures

Provides service to customers as needed.

Collects refuse and fugitive trash at outdoor recreation areas and at park facilities

Establish and maintain a positive working relationship with peers, supervisor, seasonal employees and the general public.

Assisting the public as needed, while conveying the mission of the City of Stevens Point in a positive and professional manner.

Other work as assigned for the efficient operation of the department. Other related duties as required.

## **SECTION E**

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Must be available to work day or night hours and weekends with minimal notice.

Must be able to work in outdoor and indoor environment conditions from extreme heat, rain, snow, humidity, to extreme cold.

Must be able to occasionally lift 50-100 pounds and 20 to 50 pounds continuously five days per week.

Must be able to coordinate and accomplish service calls seven days a week.

Must be able to perform the responsibilities of the position, which require the use of both hands.

Must be able to bend, twist, kneel and squat for repair requirements.

Performance of tasks may involve exposure to machinery and its moving parts as well as toxic gases, chemicals and exhaust.

Must be able to sit to drive and operate continuously 6-8 hours per day.

Must have no restrictions from continuous motion and vibration.

Must be able to utilize hand controls continuously 6-8 hours per day.

Must be able to work at heights above 12 feet.

Must be able to use a seat belt.

**NOTE:** This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.