

PERSONNEL COMMITTEE AGENDA  
Monday, May 14, 2012 ~ 6:10 p.m.  
(or immediately following previously scheduled meeting)  
Lincoln Center ~ 1519 Water Street

[A quorum of the City Council may attend this meeting]

1. Request to hire a limited term employee for the airport.
2. Request to hire above minimum Wastewater Superintendent ~ Water 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, TDD # 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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 AM to 4:00 PM.

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594



**Joel C. Lemke**  
**Director of Public Works**  
Phone: 715-346-1561  
Fax: 715-346-1650

May 10, 2012

TO: Mayor Halverson & Personnel Committee  
FROM: Joel Lemke, Director of Public Works  
RE: Request to hire a seasonal employee – Airport

I am requesting approval to create a seasonal position at the Municipal Airport to help staff the airport during the busiest part of the season. The position is needed to eliminate the need for current airport staff to work excessive evening and weekend hours at the airport while maintaining the ability to provide first class service to the users of our airport.

The seasonal position would assist in activities that range from grounds keeping to fueling and customer service. These duties will be performed at the times required to give relief to current airport staff. At times the employee will be responsible for some management level activities including the handling of fuel sales transactions. The needed time is 780 hours. The proposed starting wage is \$12.00/hour. The expense that the Airport will incur for this position is proposed to be covered by the increasing trend in fuel sales revenues that we have been experiencing, and expect to experience in the future.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke  
Director of Public Works

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



**Andrew J. Halverson**  
**Mayor**  
715-346-1570

April 24, 2012

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Halverson 

RE: Grade Placement of Wastewater Superintendent

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As you are aware, Eric Niffenegger our current Wastewater Superintendent is retiring on May 1, 2012. This position is currently in Grade I and Eric is at Step 10 which has an annual salary of \$67,473.00; he has held this position since 2002.

Just prior to when the management pay plan study was conducted in 2007, Eric had been eligible for and received his step increase from the minimum of the grade to the mid-point of the grade which afforded his position a large increase. The prior pay plan had a minimum, mid-point and maximum step; although no employee ever attained the "maximum" step and only on rare occasions did salaries ever exceed the mid-point.

As a result of his movement from the minimum to the mid-point under the old pay system, his salary was set at Step 9 of grade I on the new pay plan. Looking back, this placement was not ideal for this position based on the technical aspects and the regulatory requirements that must be strictly adhered to. We also contacted area cities (Wausau, Wisconsin Rapids and Marshfield) and found that the entry level pay at Grade I which is \$53,672 is well below the entry level positions in these other communities for the position in their communities. It

is understood that the job descriptions are not a "perfect match"; they rarely are community to community for most positions.

I am requesting the position be moved from its current placement, Grade I to Grade J and the salary for the incoming employee, Jeremy Cramer be set at Step 4 which has an annual salary of \$62,579.00. Note that although I am requesting a higher grade placement, the salary and step are lower and will allow for Jeremy to grow in his position.

Please feel free to contact me if you have any questions.

cc: Director Halverson  
Director Lemke  
Jeremy Cramer

**STEVENS POINT**  
**WATER AND SEWAGE TREATMENT DEPARTMENTS**

**JOB DESCRIPTION – April 4, 2012**

**TITLE:** Wastewater Superintendent

**NATURE OF WORK:** Minimal supervision by Director, supervise Wastewater Treatment Operators and oversee the activities of the Chief Operator to ensure efficient work organization and compliance with DNR rules.

**RESPONSIBILITIES:**

1. Coordinate, over-see and participate in the efficient operation of the wastewater treatment plant; also direct and supervise employees.
2. Keep records and make reports of plant operation for Local, State and Federal agencies.
3. Over-see both the wastewater and water laboratory quality assurance programs and certify lab analysis results to the Department of Natural Resources (DNR).
4. Over-see acquisition of farm sites and get DNR's approval for bio-solids application using Environmental Protection Agency (EPA) 503 and DNR 204 regulations.
5. Supervise lift station operations.
6. Supervise all well pumping and water treatment operations.
7. Supervise weekly water testing for fecal coliform bacteria in water system.
8. Train employees in wastewater and water treatment plant operation.
9. Implement policies adopted by Director and Utility Commission.
10. Order repair parts and supplies after consulting with Director.
11. Monitor industrial users as required by DNR.
12. Monitor leachate, septage and holding tank waste discharged into the wastewater plant.
13. Ensure ongoing compliance with all regulatory agency requirements to maintain permits for water and wastewater operations.
14. All other duties as assigned.

**ESSENTIAL KNOWLEDGE:**

1. Considerable knowledge of sewer collection, sewer treatment, and water facilities, construction, maintenance, SCADA, and repair practices.
2. Considerable knowledge of equipment, materials and practices of wastewater and water treatment and water pump station activities.
3. Considerable knowledge of occupational hazards and safe work practices.
4. Ability to maintain good relations with the community, employees and management personnel.
5. Ability to maintain accurate and complete reports and prepare clear and detailed reports.
6. Ability to train others in all facets of wastewater and water treatment operations.
7. Ability to use computers and various software.
8. Ability to listen and communicate effectively both orally and in writing.

**OTHER REQUIREMENTS:**

1. Must have B.S. in biology, water quality, sanitary engineering or related field.
2. Must have required DNR certification. (Wastewater Grade 4 and Water G/D)
3. Must have a valid Wisconsin driver's license and access to an insured vehicle.
4. Attend seminars and working meetings in order to improve working knowledge and skills.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENT:**

1. Must be able to lift 40 to 60 lbs. when necessary.
2. Must be able to continuously walk or stand 4 to 8 hours per day.
3. Must be able to bend, twist, kneel and squat.
4. Must have no impairments that limit work capabilities in year round weather conditions.
5. Must have no limitations, which restrict entering, exiting and working in lift stations and/or confined spaces. This includes reaching, standing, stooping, bending, twisting and kneeling while performing the needed repairs or installations.
6. Must have no restrictions that impair seat belt use or entering and exiting of vehicles or equipment.
7. Must have no restrictions that impair starting and stopping procedures on vehicles.
8. Must be able to shift either standard or automatic transmission with right hand and arm occasionally for 6 to 8 hours per day or longer if necessary.
9. Must have no limitations that restrict shoveling of snow or dirt for 6 to 8 hours per day or longer if necessary.
10. Must have no climbing or height restrictions.
11. Must have no limitations that result from exposure to sanitary sewer odors.
12. Must be able to use a variety of hand tools.
13. Must be available for emergencies 24/7.
14. Must have regular, predictable attendance.