



PERSONNEL AND NEGOTIATING COMMITTEE AGENDA

July 23, 2024 at 5:50 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - [a.](#) July 9, 2024
3. **Discussion and recommendation regarding Parks Superintendent Job description**
 - [a.](#) Parks Superintendent job description revision
4. **Discussion and recommendation regarding new position recruitment - Janitorial & Maint**
 - [a.](#) Janitorial & Maintenance description
5. **Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum 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.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



PERSONNEL AND NEGOTIATING COMMITTEE MINUTES

July 09, 2024 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**-The Personnel Committee of the Mauston Common Council met on Tuesday, July 9, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:15 pm. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. Also present were the Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.
2. **Minutes**- Motion made by Hagen, Seconded by Allaby to approve the minutes of June 25, 2024. Motion carried.
3. **City Mechanic position**- Motion made by Allaby, Seconded by Hagen to recommend hiring Matthew Graewin for the City Mechanic Position which includes 80 hours of vacation, then accrual at 40 hours for first year. Motion carried.
4. **Adjourn**- Motion made by Allaby, Seconded by Hagen to adjourn. Motion carried. The meeting adjourned at 6:49 pm.

Chair

Date

Job Descriptions*

POSITION TITLE: Parks Superintendent/Forester/Cemetery Sexton
DEPARTMENT: Public Works
STATUS: Full-time, FLSA Non-Exempt, Non-represented
REPORTS TO: Public Works Director
SUPERVISES DIRECTLY: Seasonal Parks & Cemetery Maint. Workers
Personnel Committee Recommendation: July 23, 2024
Council Approval: July 23, 2024

Education Levels:
Min: HS Diploma
Preferred: Post-Secondary
Add'l: CDL, Arborist & Pest Control

WORK HOURS & CONDITIONS:

Work hours generally are from 7:30 am – 3:30 pm Monday-Friday, but may be modified for a based on an alternative approved schedule. Seasonal workload may extend hours beyond the normal forty hour work week. This position is subject to work weekends for park maintenance when seasonal help is unavailable. The greater percentage of employee's time is spent outdoors; exposed to wet, humid, cold, or hot weather conditions. Field work involves standing, walking, carrying tools and park material, and operation of lawn care and outdoor equipment. Some winter season work is performed in a normal office setting.

GENERAL RESPONSIBILITY:

This position serves as the lead employee for daily maintenance and upkeep of city parks. Performs highly skilled duties in landscape and tree management, and is responsible for planting and maintenance of city trees and landscaped areas. This position is also in part supported by the Mauston Cemetery Association and is responsible for oversight of the interment process, lot sales, records maintenance, enforcement of cemetery rules and regulations, and grounds maintenance.

PRINCIPLE DUTIES:

Parks Maintenance

- Inspect assigned equipment daily for potential safety issues such as brakes, lights, oil, tires, etc.
- Perform maintenance and repairs to parks, green spaces and facilities, including but not limited to: Mowing, string trimming, fertilizing, leaf removal, sidewalk or street snow removal, spraying pesticides, grading and seeding turf areas, pruning, weeding, watering, drinking and decorative fountains, shelters, restrooms, janitorial cleaning, playgrounds, park amenities, sidewalks, parking lots, medians, skating rinks, etc.
- Prepare and maintain athletic fields and facilities for sporting events including, but not limited to: Foul/field lines, pitching mounds and bases, batting cages, bleachers, dugouts, litter, fencing, etc.
- Prepare parks, green spaces and other City-owned areas for community events.
- Perform landscaping operations such as planting, maintenance and removal of trees, shrubs, flowers and turf.
- Maintain and repair parks buildings and facilities.
- Performs other work as directed.

Weed Harvester Operations

- Maintain the proper care and maintenance of the Weed Harvester.
- Maintain and execute the rules and regulations of the Weed Harvester for the safety of the operator and the City of Mauston
- Ensure proper operations of the Weed Harvester, including but not limited to, DNR permitting and licensing.

Urban Forester

- Responsible for all aspects of arboricultural maintenance duties to City-owned trees including, but not limited to: Tree removals, emergency tree work, planting, transplanting, pruning, fertilizing, watering, chemical treating, and stump grinding.
- Ensures that proper safety procedures and equipment are used for the protection of pedestrians, traffic and

workers.

- Manage urban forestry inventory on GIS system to include: plantings, removals, stumps, pruning, and future planting locations.

Urban Forester (con't)

- Manage Tribute Tree Program and serve as liaison between Tree Board and persons interested in participating in the program.
- Make recommendations regarding local tree species selection and placement, arboreal insect and disease control, and construction activities that relate to urban forest management.
- Perform other Public Works duties as assigned by the Public Works Director.

Cemetery Sexton

- Maintain buildings and grounds, structures, fences, trees, shrubs, flowers and other cemetery related properties.
- Lay out grave sites and conduct opening, closing and turf/sod restoration.
- Measure and mark lots for future sales and burials.
- Inform prospective burial lot purchasers of burial and plot sale requirements, escort interest persons through cemetery sites and complete sales as required.
- Record sales and services transactions, including fees and permits received from funeral directors, report same to Cemetery Board of Trustees, and forward payment to City of Mauston.
- Be available at flexible hours to accept and respond to communications from funeral related businesses and meet the needs of families as quickly as possible.
- Coordinate internment process and facilitate services between families, funeral directors, vendors, and others
- Maintain equipment to insure that all cemetery equipment safe working condition.
- Create, update, and maintain cemetery records using computerized data system.
- Inform the public of current cemetery rules and regulations and enforce same.
- Performs other work as directed.

Supervisory

- Supervise, schedule and assign parks employees to normal daily task and services and maintain records of man-hours and approve time-off requests; report this information to the Director of Public Works as required.
- Supervise other PW employees while performing parks operations such as tree trimming and removal or park shelter maintenance.
- Attend Parks Board and Cemetery meetings and provide necessary updates
- Responsible for the administration of contracted or public services related to parks such as tree planting, park equipment installation, and tree treatment or removal.
- Monitor and order parks supplies, tools, and small equipment; keep the Public Works Director advised of developments pertaining to essential City parks systems to ensure proper operation of the department.
- Keep the Director of Public Works advised of developments pertaining to essential parks and cemetery functions to ensure proper operation of the division.

QUALIFICATIONS:

- Education: Minimum-HS Diploma & CDL; Preferred-Post Secondary;
Ideal Add'l Certifications-Arborist & Pest Control
- A minimum of two (2) year's work experience in landscaping and/or urban forestry industry.
- An Associate's degree in landscape management, urban forestry or related field preferred.
- Possession and maintenance of valid driver's license (regular operator's license with a Class A Commercial (CDL)

endorsement).

- Current Wisconsin pesticide and herbicide applicator's license, or the ability to obtain one.

SKILLS & ABILITIES

- Able to pass a physical and drug test screening.
- Able to perform strenuous physical work.
- Physical ability to lift (average of 50 pounds routinely and up to 100 pounds occasionally), reach below the knees and above shoulders, climb stairs and ladders, work and balance at high heights, push/pull, smell, bend/twist at the waist, crouch, kneel, and squat.
- Physical ability to handle and grasp tools; to perform repetitive wrist, hand, arm motion, and fine finger manipulation in the use of tools or maintenance instruments; to operate foot controls; and to safely work near moving mechanical parts.
- Able to function outdoors under all types of weather conditions.
- Able to understand and follow oral and written instructions.
- Able to fluently speak, read and write the English language
- Able to work independently in the absence of supervision.
- Able to be available and work expanded hours and/or be called in for emergency work with little or no advanced notice and willingness to attend special classes outside normal work hours.
- Knowledge of lawn and tree care, including the methods for proper mowing of grass, trimming of trees and brush, and watering and basic fertilization methods.
- Knowledge and ability to perform skilled maintenance and gardening work including but not limited to planting, transplanting, propagating, and maintaining trees, shrubs, flowers, and turf.
- Knowledge and ability to properly execute arboricultural principles, procedures, and methods outlined by the International Society of Arboriculture.
- Knowledge and ability to safely mix and apply herbicides, fungicides, and pesticides.
- Able to perform general maintenance and repairs to buildings and parks facilities with basic knowledge of building trades such as plumbing, welding, carpentry, masonry, painting, etc.
- Knowledge of general construction practices/procedures and safety precautions.
- Knowledge of and ability to apply basic mechanical aptitudes.
- Able to operate heavy equipment as directed.
- Able to operate hand and power tools.
- General knowledge of maintenance and repair of vehicles.
- Able to perform basic and intermediate level computer skills using internet, word processing, and software applications.
- Able to effectively direct, train, and monitor the work of others in a lead capacity.
- Able to cooperate and work with others in a positive manner and deal courteously, tactfully, and effectively with the public and city staff.

MANAGEMENT STATEMENT:

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee. These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision. The City of Mauston retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

Signature

Printed Name

Date



MEMO

To: Personnel Committee – Mayor Teske
From: Daron J Haugh – City Administrator
Subject: Maintenance & Janitorial Position
Date: 2024-07-23

The goal of eliminating our contractual cleaning service was to set the path to recruit and hire a new position that would take care of our janitorial/maintenance needs. With the cost savings we've had to date by eliminating them, I think we are in a good position to start the recruitment process of this position, and still come within our overall budget. If approved, I will go ahead and start creating the job description for the council to adopt, as well as get the position posted. My ideal timeframe for this individual to start would be the end of August, first part of September, 2024.