



# RIDGWAY

## AMENDED SPECIAL BOARD OF TRUSTEES MEETING AGENDA

August 22, 2024 at 6:45 PM

Virtual Zoom Meeting <https://us02web.zoom.us/j/83291666753> Join by phone: 1-312-626-6799

Meeting ID: 832 9166 6753

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### CALL TO ORDER AND ROLL CALL

### CONFIRMATION OF OPEN MEETING

### CONSENT AGENDA

1. Adoption of Agenda

### ITEMS FOR CONSIDERATION AND ACTION

- [2.](#) Rule Construction Change Order #1
- [3.](#) Use of General Funds for the Rule construction change order
- [4.](#) PayPal approval
5. Convene in closed session pursuant to State Statute 19.85(1) (c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction: Personnel compensation discussion.
6. Reconvene in open session to act on closed session discussion.
- [7.](#) Water Sewer Superintendent Job Description
- [8.](#) Streets and Parks Superintendent Job Description
9. Immediate active status upon job candidate acceptance
10. Streets and Parks Superintendent Job Posting

### ADJOURNMENT

*Any person(s) with a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the Village Clerk at the address listed above or call 608-924-5881, prior to the meeting so that any necessary arrangements can be made to accommodate each request.*



# RULE

## Construction

**Mike Bisbach, Project Manager**

3696 State Road 23, Dodgeville, WI 53533

Cell (608) 341-7313

Office: (608) 935-2701

August 20, 2024

### QUOTE

Project: **Ridgeway Veterans Memorial  
Village of Ridgeway**

The following is a description of what is included in Rule Constructions Quote for above mentioned project. I have attached the Bruce Company Quote to define what is included in their work.

- **Concrete Walk/Patio, Paver and Seat Wall Areas**
  - Excavation for Walk/Patio per plan includes seat walls and columns.
  - 6" Aggregate Base under Walk/Patio Compacted in place per plan.
  - 5" Concrete Pavement per plan.
  - Excavation for Veterans Pavers Area including seat wall per plan.
  - 7.5" depth ¾" Clean Stone under Veterans Pavers area per plan.
  - Excavation for Family Pavers area per plan.
  - 7.5" depth ¾" Clean Stone under Family Pavers area per plan.
  - Layout of concrete and paver/seat wall areas.

***Total Cost for above Items = \$13,022.50***

- **Bruce Company Base Bid – (See attached Proposal)**  
See Proposal for what is included and what is excluded

***Total Cost for Bruce Company Base Bid = \$24,645.00***

- **Bruce Company - Alternate #1 – (See attached Proposal)**  
See Proposal for what is included and what is excluded

***Total Cost for Bruce Company Alternate #1 = \$14,429.00***

- **Bruce Company - Alternate #2 – (See attached Proposal)**  
See Proposal for what is included and what is excluded

***Total Cost for Bruce Company Alternate #2 = \$7,766.00***

**NOTES:**

- Rock Excavation is not included and none is anticipated based on borings.
- Construction Staking is not included in this quote.
- All Aggregates under concrete or asphalt shall be placed to within 0.10' of finished grade.
- Traffic Control not Included.
- Any items not specifically listed in description above are not included.
- Plan changes will require changes to the quote. Quote good for 30 days.

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**ACCEPTANCE**

Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return signed quote to our office**

Rule Construction, Ltd.

By: \_\_\_\_\_

Mike Bisbach

Title: Project Manager

**REVISED CONTRACT PROPOSAL**

August 22, 2024



Rule Construction, Ltd.  
Attn: Mike Bisbach  
3696 State Rd 23  
Dodgeville, WI 53533

**Project:** Ridgeway Veterans Memorial, Main Street, Ridgeway, WI 53582  
**Per Plan Date:** 8/22/2024

Phone: Mike Bisbach (608) 935-2701  
Email: mike@rule-construction.com

Thank you for allowing The Bruce Company the opportunity to provide you with this proposal.  
**The Bruce Company of WI, Inc.** hereby agrees to:

- Remove and dispose of unwanted landscape debris
- Provide and install 12 cu. yds. soil blend for planting beds
- Provide and install 14 cu. yds. shredded soil for fine grading (lawn repair)
- Fine grade and install 283 sq. yds. Bruce Premium Sunny Seed mix
- Provide and install 283 sq. yds. DS-75 straw erosion mat
- Provide and install 850 sq. ft. wood mulch with pre-emergent
- Provide and install 160 ln. ft. aluminum edging mil finish
- Provide and install nursery stock per attached list and plan locations
- Provide and install 320 sq. ft. Belden Clay pavers,4"x8", [field, color Admiral Red(not engraved) & soldier banding, color Nutmeg(not engraved)]
- Provide and install paver restraint edge as required

**Total tax exempt** **\$24,645.00**

\_\_\_\_\_ (Please initial)

**Not Included in Contract:**

1. Rough Grading and Cut Out for Paver Base
2. Lawn & Plant Watering Maintenance
3. Location of Private Utilities
4. Irrigation System
5. Furnishing Engraved Pavers
6. Seat Wall and Columns(See Alternate)
7. Concrete Flatwork
8. Site Furnishings
9. Flagpoles, Footings & Installation

**Alternate #1 – Seat Walls & Columns**

- Provide and install 183 ff. Estate Wall Seat and 6 Columns, color River
- Provide and install 6 ea. LedgeStone Pillar Caps, color Grey
- Provide and install 48 ln. ft. LedgeStone Wall Coping, color Grey
- Excavation and base material as required

**Alt #1 Total, add to contract** **\$14,429.00** **ADD**

\_\_\_\_\_ (Please initial)

**Landscape Architects** □ **Landscape Contractors** □ **Irrigation** □ **Water Features** □ **Landscape Management**

2830 Parmenter Street PO Box 620330 Middleton, WI 53562-0330 (608) 836-7041 Fax (608) 831-6266 [www.brucecompany.com](http://www.brucecompany.com)

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REVISED CONTRACT PROPOSAL



**Alternate #2 – Metal Benches**

- Provide and install 5 ea. Metal Benches with Anchors MF2209. Color TBD

**Alt #2 Total, add to contract \$7,766.00 ADD**

\_\_\_\_\_ (Please initial)

Respectfully submitted:  
**The Bruce Company of Wisconsin, Inc.**

\_\_\_\_\_  
Steven F. Short, Vice President

ACCEPTANCE OF PROPOSAL: This quotation, specifications, conditions, and accompanying drawings (if applicable) are satisfactory and hereby accepted. The Bruce Company of Wisconsin, Inc. is authorized to do the work indicated, and payment will be made as specified. Any changes to the above quotes must be initialed by both parties.

**Conditions of Sale: Please see Proposal Notes and Terms and Conditions. All guarantees and warranties are void if payment is not made as specified. This proposal is void after 30 days.**

Accepted by:

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date of Acceptance

**X** \_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Down Payment Received

**Landscape Architects □ Landscape Contractors □ Irrigation □ Water Features □ Landscape Management**

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# REVISED CONTRACT PROPOSAL



## NURSERY STOCK LIST

Qty	Common Name	Size
13	Goldsturm Black-Eyed Susan	#1 Cont.
15	Karl Foerster's Feather Reed Grass	#1 Cont.
3	Maiden Grass	#1 Cont.
3	Mr. bowling Ball Arborvitae	#5 Cont.
8	Olive Bailey Langdon Hosta	#1 Cont.
1	Peegee Hydrangea (Tf)	2" B&B
1	Pink Diamond Hydrangea	3' B&B
18	Summer Beauty Ornamental Onion	#1 Cont.

## PROPOSAL NOTES

- a) We **include** the following in each contract:
- 1) One-year nursery stock guarantee (see attached terms and conditions)
  - 2) One-year workmanship guarantee (see attached terms and conditions)
  - 3) Appropriate watering of nursery stock while on the job
  - 4) Experienced, uniformed, safe and courteous work crews
  - 5) Clearly marked and well maintained vehicles and equipment on the job
  - 6) Respect for your property and daily cleaning of work site
- b) The following items are **not included** in contract except where noted on proposal:
- 1) Rough grading and fill requirements
  - 2) Furnishing and spreading topsoil
  - 3) Lawn and plant watering maintenance after job completion
  - 4) Excavation and fill requirements for landscape walls
  - 5) Underground drainage requirements
  - 6) Tree, stump, and brush removals
  - 7) Electrical and water sources
  - 8) Existing plant(s) that are to be transplanted are not guaranteed
  - 9) Any and all permits required (see attached terms and conditions)
  - 10) Locating private utilities and repair of private unmarked utilities (see attached terms and conditions)

See [www.brucecompany.com](http://www.brucecompany.com) for care and maintenance procedures

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# REVISED CONTRACT PROPOSAL



## TERMS AND CONDITIONS

### Payment Terms

- 1.) All Contracts require a 30% down payment.
- 2.) Completed work or portions thereof are invoiced monthly, due upon receipt.
- 3.) Net 10 days, a finance charge will be assessed on all accounts past due at a monthly rate of 1.5%.

### Notice of Lien Rights

As required by the state of Wisconsin construction lien law, contractor hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on that land and on the buildings on the land if they are not paid for such labor or materials. Those entitled to lien rights include those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Owner should give a copy of each notice received to his mortgage lender, if any. Contractor agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

### Permits and Fees

The Owner is responsible for securing and paying for all applicable permits. The Bruce Company will help in coordinating and assisting in the permit application process.

### Private Utility Lines

The locating of private utilities is the responsibility of the Owner. Any damage caused by unmarked or improperly marked private utility lines will also be the responsibility of the Owner.

### Subsoil Conditions

Settling around foundations and along utility lines is not warranted by The Bruce Company. Unforeseen subsoil conditions such as shallow bedrock, stumps, stones over 18" in diameter and other obstructions will be removed at an hourly rate. The cost of relocating existing utilities, drainage lines or other underground structures shall be the responsibility of the Owner.

### Scheduling

Work shall be scheduled upon receipt of signed contract and down payment. Actual construction schedule is affected by current workload, weather and product availability. The Bruce Company shall not be responsible for any delays due to causes beyond our control, including but not limited to accidents, fires and weather.

### Change Orders

Changes to the plans and specifications will be made only upon written Change Order agreed to by both parties and shall be paid upon completion of the work.

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## **GUARANTEE**

### Products and Workmanship

The Bruce Company of Wisconsin, Inc. guarantees our workmanship for a period of (1) year from the date of substantial completion and extends and honors all manufacturers' warranties and guarantees.

### Nursery Stock, Perennials and Aquatic Plants

All nursery stock is guaranteed for one (1) year from the date of installation. All nursery stock which dies during this guarantee period will be replaced, one time only, either during or at the end of the warranty period, at no charge to the Owner. All replaced nursery stock will not be covered by a guarantee. In case of improper care and maintenance, rodents, or vandalism, this guarantee is not valid. Refer to [www.brucecompany.com](http://www.brucecompany.com) for care and maintenance procedures.

### Lawns

The stand of grass and quality of your lawn depends on the care given after seeding or sodding and, therefore, cannot be guaranteed by contract. However, we will guarantee that only the best available products are used for the installation of your turf grass areas. Guaranteed stand and extended maintenance are available at additional cost. Please ask your representative for details. Refer to [www.brucecompany.com](http://www.brucecompany.com) for care and maintenance procedures.

### Conditions of the Guarantee

The Bruce Company of Wisconsin, Inc. cannot be responsible for damage done to any of our installations caused by vandalism, negligence, or disasters, natural or otherwise, over which The Bruce Company of Wisconsin, Inc. has no control.

**ALL GUARANTEES AND WARRANTIES ARE VOID IF PAYMENT IS NOT MADE AS SPECIFIED**

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Ridgeway Village Green Vibrant Spaces Grant Expenses						
Vendor	Expense	Quote Rec'd	Option 1 (Full Design)	Option 2 (No Alt 2)	Option 3 (No Alt 2/3)	Approved
AB Electric	\$1,600.00	Yes	\$1,600.00	\$1,600.00	\$1,600.00	
Rule Construction	\$13,022.50	Yes	\$13,022.50	\$13,022.50	\$13,022.50	
National Flag & Pole incl installation	\$6,988.82	Yes	\$6,988.82	\$6,988.82	\$6,988.82	
Bruce Company	\$24,645.00	yes	\$24,645.00	\$24,645.00	\$24,645.00	
Bruce Company /Alt #1	\$14,429.00	yes	\$14,429.00	\$14,429.00		
Bruce /Alt #2	\$7,766.00	yes	\$7,766.00			
B & C Rock Work	\$1,527.00	paid \$	1,527.00	1527	\$1,527.00	yes
Tree Removal	\$1,000.00	yes \$	1,000.00	1000	\$1,000.00	yes
Parkitecture	\$18,470.00	paid	\$18,470.00	\$18,470.00	\$18,470.00	Yes
<b>Totals:</b>	<b>\$89,448.32</b>		<b>\$ 89,448.32</b>	<b>\$ 81,682.32</b>	<b>\$ 67,253.32</b>	
Design by Parkitecture (village match)			-\$18,470.00	-\$18,470.00	-\$18,470.00	
B & C Rock Work (village match)			-\$1,527.00	-\$1,527.00	-\$1,527.00	
Tree Removal			-\$1,000.00	-\$1,000.00	-\$1,000.00	
Less Estimated Donations/Funds			-\$17,300.00	-\$17,300.00	-\$17,300.00	
Less VS Grant Proceeds			-\$44,724.16	-\$40,841.16	-\$33,626.66	
To borrow from GF			\$ 6,427.16	\$ 2,544.16	\$ (4,670.34)	

Funds to Pay for Village Green Expenses				
Estimated Funds	Received	Notes	Amount	
Vibrant Spaces Grant Match		Match up to \$50,000 (50/50 match)		(Up to \$50,000)
			\$ 1,000.00	
			\$ 1,000.00	
American Legion			\$ 1,000.00	
Steak Feeds Donations			\$ 1,300.00	
T-Shirts			\$ 2,000.00	
		200 Family Pavers for Sale at \$75 - \$150 per paver		\$15,000 - \$30,000
Fundraising from 9/7/2024			\$ 1,000.00	
Remainder from DNR LWCF Grant			\$ 10,000.00	
<b>Totals:</b>			<b>\$ 17,300.00</b>	



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**RE: PayPal**

1 message

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**Shawn Roelli** <SRoelli@johnsonblock.com>  
To: "clerk@ridgewaywi.gov" <clerk@ridgewaywi.gov>

Thu, Aug 22, 2024 at 9:43 AM

Hi Lori,

Sorry for not getting back to you. I don't have experience with PayPal or setting it up. It has been around awhile and is reputable. It looks like they offer account types for government payments – <https://www.paypal.com/us/webapps/mpp/government-payments>

I suggest getting approval before setting it up.

Shawn

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**From:** Lori Phelan <clerk@ridgewaywi.gov>  
**Sent:** Thursday, August 22, 2024 9:23 AM  
**To:** Shawn Roelli <SRoelli@johnsonblock.com>  
**Subject:** Re: PayPal

Shawn,

I am following up on this since I have not heard back. Did you get this last week?

**Lori Phelan*****Clerk/Treasurer***

208 Jarvis St., Suite A, Ridgeway, WI 53582

[www.ridgewaywi.gov](http://www.ridgewaywi.gov)

Office Phone: 608-924-5881

Cell Phone: 608-574-1797

THE VILLAGE OF

**RIDGEWAY**

Fall Partisan Primary - Tuesday, August 13

General Election (Presidential) - Tuesday, November 5

**Elected Officials and Members of Village Committees/Commissions: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.**

On Wed, Aug 14, 2024 at 12:03 PM Lori Phelan <clerk@ridgewaywi.gov> wrote:

Shawn,

The Village is doing a Veteran's Memorial and as part of that we are selling bricks to people wishing to honor their veterans. There is a website in which they will order the bricks with the engraving. This website only does PayPal or checks.

I have some questions I am hoping you can help with.

If they do checks they will need to print the order form and mail it with their check to the Village. We are concerned people won't want to do that as it isn't as convenient.

What are your thoughts on the Village setting up a PayPal account? When orders are placed they will send the Village portion directly to our bank account. I am concerned about the security of PayPal.

If you are confident that this would be a good option, do you have recommendations on the best way to set it up?

Also, do you think this is something that should go to the board for approval?

## Lori Phelan

*Clerk/Treasurer*

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THE VILLAGE OF



RIDGEWAY



ELECTION SCHEDULE FOR 2024:

Fall Partisan Primary - Tuesday, August 13

General Election (Presidential) - Tuesday, November 5

**Elected Officials and Members of Village Committees/Commissions: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic**

**communication.**

Item 4.

The information contained in this email and any files transmitted with it are confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately.

# VILLAGE OF RIDGEWAY

## Job Description

### Water & Wastewater Operator

**Position: Water & Wastewater Operator**

**Department:** Public Works

**Reports to:** Board of Trustees

**Employment Category:** On Call, Full-time, Non-exempt, Medical, Dental, WRS Retirement, Short term disability and life insurance eligible

**Pay Range:** From \$25- \$30 an hour based on qualifications, paid training, experience and certification compliance

#### **Job Brief - General Nature of Responsibilities:**

In the Village of Ridgeway, population 650+, the Water/Wastewater Operator functions as the Water, Wastewater, and Sewer Treatment Plant Operator. The purpose of this position is to maintain and operate the water pumping, storage, and distribution systems, and the wastewater treatment facilities and sanitary sewer collection system for the Village of Ridgeway. Additionally: Monitors and oversees physical facilities in the Village. Responsible for various administrative/managerial and facility operation duties. Helps plan for long-term programs, capital improvements, and maintenance operations during annual budget preparation. Partners daily with the public works staff. Responsible for sanitation, facilities maintenance, utilities, code enforcement, and various other duties as required.

*The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.*

#### **Essential Skills, Knowledge, and Abilities**

Must possess a good general knowledge of the methods and machinery used in Facility, Street, and Park Maintenance. Must have experience and basic skills in a number of disciplines such as carpentry, plumbing, welding, cement, electricity, and vehicle maintenance. Must demonstrate solid driving skills, including the ability to perform snowplowing assignments and possess the ability to operate a variety of tools, vehicles, and equipment. Able to utilize Microsoft Office programs (Word and Excel) and email. Able to follow written and oral instructions.

#### **Essential Duties and Responsibilities**

- **Sewer and Water Service Maintenance**
  - Assist in the maintenance and repairs of water mains throughout the village including daily Inspection (Visual Inspections)
  - Visual Inspection of all Ridgeway Streets to ensure safety and functionality (Note any deficiencies so proper corrections can be made in a timely manner)
  - Daily Inspection and Maintenance of Municipal Wells and Water Works (Visual Inspections)
    - Check, record, sample, test, and report as necessary
    - Work order maintenance
    - Water Meter Reading and Maintenance
  - Daily Inspection and Maintenance of Municipal Lift stations
  - Daily Maintenance of Wastewater Treatment Facility
    - Monitor and maintain discharge waters
    - Mechanical maintenance
    - Sampling, Lab Testing, Calibrating, and Chemical Building
    - Sludge Tank Maintenance and Sampling – Geo Tubes
    - Maintains areas around sewer treatment plant
  - Weekly Inspection and Maintenance of Sewer Plant Operations
  - Weekly Inspection and Maintenance of Municipal Wells and Water Works

- Yearly exercise of water valves to keep lubricated and in good working order
- Participates in the maintenance and repair of water and sewer lines
- Completion of Daily Log showing results of inspections and work performed
- **Hydrant Maintenance**
  - Maintain strict schedule for:
    - Hydrant flushing
    - Valve maintenance
    - Valve Exercise
    - Lubrication
    - Maintenance and Repainting of Hydrants
- **Manhole Cover and Storm Drain Maintenance**
  - Lift, inspect, repair, seal manhole covers and drains
  - Clean grates in storm drains
  - Jet out storm sewers, remove any debris
  - Repair manhole covers that are more than 1" above surface of road
  - Repair asphalt around water shut off valves
- **Administrative/Other:**
  - Daily administrative duties required:
  - Weekly Inspection and Maintenance of village equipment and vehicles
  - Inspection of Daily Maintenance Logs for Village Equipment and Vehicles (Participates in maintenance of equipment and vehicles as required)
  - Snow Removal
  - Salt Shed Maintenance - Required for periodic D.O.T. Inspections
  - Maintenance, Repairs, and/or Replacement of Public Property
  - Maintenance and Repairs of Public Land in the Village of Ridgeway
  - Oversee Equipment Maintenance on vehicles, mowers, tractors, power tools, etc.
  - Ensure materials, tools and equipment are delivered to work sites
  - Assist contractors, engineers, trustees, and other staff members as needed
  - Participate in maintenance of streets, right of ways, traffic signs.
  - Ensures that all work is performed in accordance with safety regulations.

### Seasonal Duties, Expectations, and Tasks:

#### Monthly

- Creates monthly reports of activities and deficiencies for village board review
- Monthly Inspections and Maintenance of all Sewer Plant Operations
- Monthly Inspections and Maintenance of all Municipal Wells and Village Water Works
- Monthly Inspections and Maintenance of all village equipment and vehicles
- Participate in cleanup of village areas
- Participate in mowing/plowing of all village areas
- Participate in general maintenance of village equipment and vehicles.
- Participate in repairs from seasonal storm damage to village property
- Read and record water meters as required.
- Attend Village Board and Plan Commission meetings
- Participates in filling potholes and cracks in streets; in patching and minor asphalt overlays; participates in replacing damaged curbs.

#### Spring:

- Opens park restrooms for the season
- Participates in restoration of damaged landscaping of village areas and residential areas that were damaged from Village Snow Plows. Participates in minor repairs of village streets (Winter Pot Hole Damage)

- Performs seasonal inspections and maintenance of sewer plant operations
- Performs seasonal inspections and maintenance of village water works operations
- Participates in brush removal as required
- Participates in Street and Gutter Sweeping
- Participates in cleanup and maintenance of park restrooms and other park facilities

**Summer:**

- Performs seasonal inspections and maintenance of sewer plant operations
- Performs seasonal inspections and maintenance of village water works operations

**Fall:**

- Closes park restrooms after the completion of the season
- Performs seasonal inspections and maintenance of sewer plant operations
- Performs seasonal inspections and maintenance of village water works operations

**Winter:**

- Participates in the installation of Holiday decorations following Thanksgiving
- Participates in the removal of all Holiday decorations in January
- Participates in snow plowing duties when required
- Inspection of all streets and alleys to ensure snow plowing is complete
- Inspection of all sidewalks to ensure snow removal is in accordance with the village ordinances.
- Participates in removal of snow on village and residential sidewalks not meeting village ordinance for sidewalk snow removal
- Responsible for initiating snow emergencies procedures after a severe winter storm.
- Obtain snow removal services as needed with approval from Village President/Treasurer

**Additional Expectations**

- Participates in cleaning storm drains and inlets.
- Participates in installing, removing, and replacing traffic signs; street parking stall and crosswalk striping.
- Operates truck with snow plow or salt spreader; operates pickup, dump truck, backhoe and other motorized equipment.
- Professionally assist Village Residents, concerned citizens, or contractor with any complaints. Report problems to the Village Board. Follows directions from Village Board.
- Performs other work as assigned.
- Provide detailed monthly reports of work performed and areas of concern for village board review
- Continuous education for certification

**Minimum Experience and Qualifications:**

- High School Diploma or Equivalent, Associate Degree preferred
- Valid Driver's License
- Public Relations - highly visible work activity (i.e. Snow Plowing, performing street maintenance, etc.)
- CDL License preferred

**Currently Hold or Have the Ability to Obtain within 6 months of employment:**

- DNR Water and Sewer Operator Certification and meet continuing education requirements
- Valid CDL license
- Complete drug and/or alcohol testing as required

- On call availability (ability to respond within 30 minutes) for water main breaks, snow plowing, snow removal or storm damage.

**Physical Requirements:**

- Must be able to lift 50 pounds and operate heavy machinery in day and night conditions.
- Must be able to twist, bend, turn and stretch repeatedly.
- Must possess manual dexterity to operate all hand tools safely.
- Must be able to perform heavy manual tasks for extended periods of time.

**Additional Information:**

- This position requires a great deal of diplomacy in working with a variety of individuals who comprise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.
- Ability to schedule/coordinate with the Streets & Park Superintendent to organize work effectively and efficiently and the ability to work in a fast-paced environment where projects and priorities change often and quickly.
- Ability to commit to a teamwork environment and establish and maintain effective working relationships with employees, other departments, officials, and the public in person, by phone, and in writing.
- Ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Carry a cell phone to maintain availability during normally scheduled work hours.
- Keep the buildings and grounds in excellent condition and ensure a safe and secure work environment.
- Assist other departments as directed.
- Assist in the training of personnel as directed.

**Position Description Qualifiers and Employer Reservation of Management Rights:**

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

# VILLAGE OF RIDGEWAY

## Job Description

### Streets and Parks Superintendent

**Position:** Streets and Parks Superintendent

**Department:** Public Works

**Reports to:** Board of Trustees

**Employment Category:** On Call, Full-time, Non-exempt, Medical, Dental, WRS Retirement, Short term disability and life insurance eligible

**Pay Range:** From \$20 an hour based on qualifications. Paid training and uniforms provided.

#### Job Brief - General Nature of Responsibilities:

The position of Streets and Parks Superintendent is responsible in managing day-to-day parks and grounds operations. The Streets and Parks Superintendent generally manages seasonal street and traffic sign installation and maintenance, landscaping maintenance, landscaping projects, street right-of-way mowing and snow removal, tree trimming and removal, stormwater drainage and water retention pond maintenance, as well as other general park and public land maintenance. Exercises a moderate level of discretion in the interpretation and application of policies, procedures and rules to determine appropriate courses of action. Helps plan for Streets and Parks long-term programs, capital improvements, and maintenance operations during annual budget preparation. Performs detailed site and maintenance inspections. Assists the Water & Wastewater Operator and Public Works Department as needed with logs and reports. Implements corrective actions in addressing the needs of residents. Responds to citizen requests and complaints.

#### Essential Skills, Knowledge, and Abilities:

- Must possess good general knowledge of the methods and machinery used in Village maintenance.
- Must demonstrate solid driving skills, and ability to perform snowplowing assignments.
- Experience in a number of disciplines such as carpentry, plumbing, welding, cement work, basic electrical maintenance, basic vehicle maintenance preferred.
- Knowledge in the operation of Street Department equipment and tools including saws, pumps, compactors, compressors, generators, and common hand and power tools.
- Knowledge of equipment, materials, and methods used in maintaining streets and parks.
- Operate trucks and equipment during snow plowing/snow removal.
- Perform inspections and preventative maintenance on assigned equipment. Ensures the proper maintenance of equipment and tools. Cleans and checks equipment and tools after use.
- Perform labor in construction and maintenance projects involving pavement repair, ditch digging, roadside mowing, and mowing and maintenance of the community park with assistance from other village staff.
- Perform duties in compliance with safety standards.
- Able to follow written and oral instructions.
- Able to learn new skills.
- Works independently after receiving a task and is expected to make reasonable on-the-job practical decisions.
- Drive trucks of various sizes and weights along with loading, hauling, and unloading of various equipment, sand, gravel, dirt, etc.
- On-Call Availability (i.e.: Winter Emergencies, Severe Weather, Water Main Breaks, etc.)
- Park Commission Member and Meeting Attendance
- Good Public/Customer Relations - highly visible work activity (i.e. snow plowing, performing street maintenance, park operations etc.)



**Essential Duties and Responsibilities:**

- **Street Maintenance**
  - Periodic paint touchup of public property zones around areas such as the Ridgeway Fire Station, village curbs, parking stalls, crosswalks, and Ridgeway Community Center
  - Sweep Curb and Gutter, remove any debris
  - Snow Removal
- **Manhole Cover and Storm Drain Maintenance**
  - Lift, inspect, repair, seal manhole covers and drains
  - Clean grates in storm drains
  - Jet out storm sewers, remove any debris
  - Repair manhole covers that are more than 1" above surface of road
  - Repair asphalt around water shut off valves
- **Parks Maintenance**
  - Coordinate repairs or replacement of Pipes, Sinks, Floors, Toilets, Faucets, Urinals as needed
  - General Building Repairs and Maintenance, Doors, Picnic Tables, Playground Equipment
  - Lights
  - Trash Removal
  - Inventory and restock of restroom paper towels, toilet paper, etc.
  - Mowing, Landscaping, Maintenance of Trees and Shrubs
- **Vehicle and Equipment Maintenance**
  - Trucks, Mowers, Chain Saws, Weed Wackers, Skid Steers etc.
- **Sewer and Water Maintenance**
  - Assist Public Works in maintenance and repairs to water mains throughout the village.
  - Assist Public Works in flushing hydrants, oil valves, exercise valves as assigned
- **Miscellaneous**
  - Repair or Replacement of old or damaged signs, street signs, flags, dull hydrants, safety flags, etc.
  - Brush Pick up during designated schedule
  - Salt Shed Maintenance
    - Required for periodic D.O.T. Inspections
  - Mowing and Weed Control in all Village Owned Areas

**Additional Expectations**

- Ensure materials, tools and equipment are delivered to work sites, participate in maintenance of streets, right of ways, and traffic signs.
- Ensures that all work is performed in accordance with safety regulations.
- Responsible for sweeping streets and gutters.
- Responsible for filling potholes and cracks in streets; in patching and minor asphalt overlays; participates in replacing damaged curbs as necessary.
- Responsible for cleaning storm drains and inlets at least twice a year.
- Responsible for installing, removing, and replacing traffic signs; street parking stall and crosswalk striping as needed.
- Participates in the maintenance and repair of water and sewer lines.
- Operates truck with snowplow or salt spreader; operates pickup, dump truck, backhoe and other motorized equipment.
- Attend monthly Park & Recreation meetings as a voting member.
- Professionally assist Village Residents with any concerns regarding village parks and streets.

- Reports problems, needs, and concerns of the job duties and community members to the Director of Public Works.
- Follows directions from Village Board
- Performs other work as assigned.
- Provide detailed monthly reports of work performed and areas of concern for village board review.
- Assist contractors, engineers, and other employees as needed

**Minimum Experience and Qualifications:**

- High School Diploma or Equivalent
- Valid Driver's License with ability to obtain CDL

**Physical Requirements:**

- Must be able to lift 50 pounds and operate heavy machinery in day and night conditions.
- Must be able to twist, bend, turn and stretch repeatedly.
- Must possess manual dexterity to operate all hand tools safely.
- Must be able to perform heavy manual tasks for extended periods of time.

**Special Requirements:**

- Valid CDL license (or ability to obtain and maintain)
- On-call availability for snow plowing, snow removal, and storm damage
- Complete drug and/or alcohol testing as necessary

**Additional Information:**

- Diplomacy in working with a variety of individuals including a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public. • Skills in written and oral communication.
- Skills in the operation of computers and general office computer software (Microsoft Excel, Word, Outlook, etc.), telephone, copier, and other office equipment may be required.
- Knowledge of office practices, including filing and record keeping.
- Knowledge and use of proper safety procedures in all environments and be willing to obtain First Aid training.
- Ability to schedule/coordinate with the Public Works Department and organize work effectively and efficiently and the ability to work in a fast-paced environment where projects and priorities change often and quickly.
- Ability to commit to a teamwork environment and establish and maintain effective working relationships with employees, other departments, officials, and the public in person, by phone, and in writing.
- Ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Carry a cell phone to maintain availability during normally scheduled work hours.
- Keep the buildings and grounds in excellent condition and ensure a safe and secure work environment.
- When needed will need to coordinate work schedules, cross train and serve as a back-up for duties required of the Water & Wastewater Operator/Public Works Department.
- Report any vehicle or equipment malfunctions for repair, as well as damage to Village Facilities.
- Operate Village trucks, vehicles, and equipment on and off public roadways in a safe manner.

- Assist in the training of personnel as directed.

#### Daily Tasks:

- Normal maintenance and repair of all village streets, curbs and gutters
- Maintenance and repair of park restrooms and other park facilities
- Responsible for Daily Maintenance to Village Equipment and Vehicles
- Complete all daily administrative duties and logging as required.

#### Weekly Tasks:

- Assists in weekly Inspection and Maintenance of Sewer Plant Operations as required.
- Assists in weekly Inspection and Maintenance of Municipal Wells and Water Works as required.
- Inspection and Maintenance of village equipment and vehicles as required.
- Maintenance of park restrooms and other park facilities as required.

#### Monthly Tasks:

- Monthly report of activities and deficiencies to village board
- Repair potholes and cracks in streets; patching and minor asphalt overlays; repair/replacement of damaged curbs.
- Monthly inspections and maintenance of all:
  - Village equipment and vehicles
  - Park restrooms and other park facilities
  - Community Center Facilities

#### Seasonal Tasks:

##### Spring

- Inspection, maintenance and repair of all village landscaping
- Cleanup of village areas
- Aid Water & Wastewater Operator in the maintenance and repair of all Village Water Works, Municipal Wells, and Sewer Plant Operations
- Responsible for restoration of damaged landscaping of village areas and residential areas that were damaged from Village Snow Plows.
- Brush Removal
- Street and Gutter Sweeping
- Repair seasonal storm damage to village property
- Minor repairs of village streets (Winter Pot Hole Damage)
- Cleanup and maintenance of park restrooms, Veterans Memorial and other park facilities

##### Summer/Fall:

- Inspection, maintenance and repair of all village landscaping
- Cleanup of all village areas
- Mowing of all village areas
- Brush removal as required
- Cleanup and maintenance of park restrooms and other park facilities
- Street and Gutter Sweeping
- General maintenance of village equipment and vehicles.
- Repair seasonal storm damage to village property
- Aid the Water & Wastewater Operator for maintenance and repair of all Village Water Works, Municipal Wells and Sewer Plant Operations

- Onsite support of Village events (July 4<sup>th</sup>, Holiday Parades, etc.)

**Winter**

- Install Holiday decorations following Thanksgiving
- Removal of all Holiday decorations in January
- Fully responsible for all snow plowing duties
- Inspection of all streets and alleys to ensure snow plowing is complete
- Inspection of all sidewalks to ensure snow removal is in accordance with the village ordinances
- Responsible for removal of snow on village owned sidewalks and residential sidewalks not meeting village ordinance for sidewalk snow removal
- Participates in initiating snow emergencies procedures after a severe winter storm

**Position Description Qualifiers and Employer Reservation of Management Rights:**

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.