



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, JULY 08, 2024 AT 5:30 PM

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

### 1. CALL TO ORDER

### 2. REVIEW AND APPROVE MINUTES

- [A.](#) Finance Committee minutes from June 10, 2024
- [B.](#) Finance Committee minutes from June 18, 2024

### 3. BUSINESS

- [A.](#) Review and take action: conduct wage study for dispatch Personnel for 2024
- [B.](#) Review and take action: 1 step adjustment for wastewater employee
- [C.](#) Review: 2025 Budget Global Payroll Assumptions
- [D.](#) Review and discuss: initial draft of FY24 Capital Improvement Plan
- [E.](#) Review and take action: City of Watertown entering into employee benefit broker contract with USI Insurance Services LLC
- [F.](#) Review and take action: Pursue new hire position description review and grade classification
  - 1. Health: Administrative Assistant
  - 2. Health: Bilingual Communications Specialist
  - 3. City Attorney: Assistant City Attorney
  - 4. IT: Technician I (request for two individuals)
  - 5. Police: Patrol Officer
  - 6. Police: Patrol Officer School Resource Officer
  - 7. Police: Administrative Assistant 1
  - 8. Fire: Captain- Inspector/Community Relations
  - 9. Fire: Deputy Chief EMS & Training
  - 10. Streets: General Laborer
- [G.](#) Review and take possible action: review revised job descriptions for the group of maintenance technicians in the Water and Wastewater Divisions
- [H.](#) Review and take action: request to have two positions (Library Director and Circulation Manager) re-evaluated by Carlson Dettman for the Library
- [I.](#) Review and take possible action: TID 4 budget amendment for roadway improvements

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, JUNE 10, 2024, AT 5:30 PM

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Reynen, Zoning Administrator Zirbes, Public Works Director Beyer, Water/WW Manager Hartz, Mason Becker, Tim Hayden (video), Vandewalle representatives, Greater Watertown Community Health Foundation representatives

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz moved to approve the **minutes from the May 13 meeting**, seconded by Ald. Lampe, and unanimously approved.
3. The **2025 budget timeline** was shared. It was noted that a meeting in the fourth week of June will not work for enough committee members, so the meeting was cancelled.
4. Wastewater Manager Hartz informed the committee that the City has been awarded a **50/50 grant of up to \$300,000 from the US Dept of Energy** for a solar array project to power the new biosolids dryer. Ald. Davis moved, supported by Ald. Lampe, to accept the award. Unanimously approved.
5. An **intergovernmental agreement for IT services** for law enforcement was presented for approval with Jefferson County. The City will pay an annual amount of \$34,500 prorated to the portion of the year the IT professional is employed by the County. The expectation is that 30% of the person's time will be working for Watertown. A motion to approve the agreement was offered by Ald. Lampe with a second from Ald. Moldenhauer. Unanimously approved.
6. Public Works Director Beyer presented a revision to the State/Municipal Finance Agreement (SMFA) for the **reconstruction of Main Street between Church to Market Streets** to commence in 2028 with updates on pricing. Additionally, the Downtown Main St. Construction Task Force has selected several amenities to be incorporated into the project. The City will be able to select the final selections of these add-ons in a future budget. Ald. Lampe moved to approve the revised document, seconded by Ald. Moldenhauer, and unanimously approved.
7. Public Works Director Beyer presented a State/Municipal Maintenance Agreement (SMMA) for the **STH 16 Bypass & E. Main St. roundabout** that delineates the responsibilities of State and City for maintenance requirements. Ald. Lampe moved to approve this agreement, seconded by Ald. Bartz, and unanimously approved.
8. During a recent tornado warning, the **siren** located on Boughton St. failed to alarm. The maintenance company found that this equipment was beyond repair. Pricing for replacement and installation has been received and reviewed. \$2,908 is available from the remainder of last year's siren purchase; \$23,100 is being requested from the Contingency Fund. Ald. Davis motioned, supported by Ald. Bartz, to approve a **budget amendment** be presented to Council for approval. Unanimously approved.
9. Wastewater Manager Hartz requested that the position of **wastewater laboratory manager** be sent to Carlson Dettmann for grade review. Motion made by Ald. Lampe, seconded by Ald. Davis, and unanimously approved.

10. Zoning Administrator Zirbes prepared a **comparison of replacement options for the upcoming retirement of our building inspector** (continuation of an employee or contracted inspection services). A review of the existing fees of nearby communities was also provided since the outsourcing of inspection services would prompt changes in our fee structure. Ald. Bartz recommended that the department continue with an internal employee approach, supported by Ald. Davis, and unanimously approved.
11. Employee **handbook updates** were proposed:
- a. Changing compensatory time payout from first pay date in December to last pay date in December.
  - b. Updating the list of relations covered under the bereavement policy and regular part-time employee eligibility
  - c. Expansion of use of sick leave to care for members in employee's household
- Ald. Davis moved to approve the updates, seconded by Ald. Moldenhauer, and unanimously approved.
12. Finance Director Stevens provided an initial outlook on the anticipated **increased costs of the group health plan** purchased through the State Employment Trust Fund (ETF). Work will commence to determine estimates for staying on the ETF plan or options for pursuit of alternate plans.
13. Development Coordinator Becker apprised the committee that **Greywolf Partners**, the firm awarded the opportunity to develop 111 S. Water St, has withdrawn its proposal. The company has also placed the 90 acres of land near the intersection of Hwy 26 and 19 up for sale.
14. Remarks from Development Coordinator Becker and Greater Watertown Community Health Foundation (GWCHF) CFO Nate Peters were provided to **summarize the development agreement highlights** (39.2 acres, 78 single-family homes, 18 twin homes) for housing expansion.
15. Ald. Moldenhauer moved to convene into **closed session** to deliberate or negotiate the purchasing of public properties, invest in public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session (**Development Agreement** with the Greater Watertown Community Health Foundation). Motion seconded by Ald. Lampe and approved unanimously via roll call vote.
16. The committee reconvened into open session.
17. A motion was made by Ald. Lampe, supported by Ald. Moldenhauer, to direct the city attorney to enter into a final **development agreement with GWCHF** following the negotiated terms as directed in the closed session, and if agreed upon by GWCHF, to present the negotiated agreement to City Council for approval. Unanimously approved.
18. **Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Davis, to adjourn the Finance Committee at 7:33 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



**FINANCE COMMITTEE MEETING MINUTES**

**MONDAY, JUNE 18, 2024, AT 6:30 PM**

**MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094**

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro

1. Call to order. Mayor McFarland called the meeting to order at 6:30 p.m.
2. Ald. Bartz moved to convene into **closed session** to deliberate or negotiate the purchasing of public properties, invest in public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session (**Development Agreement** with the Greater Watertown Community Health Foundation [GWCHF]). Motion seconded by Ald. Davis and approved unanimously via roll call vote.
3. The committee reconvened into open session.
4. A motion was made by Ald. Lampe, supported by Ald. Davis, to recommend the revised **development agreement with GWCHF** to City Council for approval. Unanimously approved.
5. **Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Moldenhauer, to adjourn the Finance Committee at 6:41 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



# WATERTOWN POLICE DEPARTMENT

*David Brower, Chief of Police*

**To: Finance Committee**

**From: Assistant Chief Ben Olsen**

**Date: Tuesday, June 18, 2024**

**Subject: Wage Study - Dispatch**

Dear Members of the Finance Committee,

We are writing to seek your approval for conducting a wage study for our dispatch personnel. As you are aware, we are currently down two full-time dispatchers, which has resulted in an exorbitant amount of overtime for our existing staff. This situation is not sustainable in the long term and is impacting both our operational efficiency and employee well-being.

To address this issue, we propose to assess the pay rates for similar positions in our area. By doing so, we aim to determine if our current compensation packages are competitive and identify any discrepancies that may be affecting our recruitment efforts. A comprehensive wage study will provide us with the necessary insights to make informed decisions regarding salary adjustments and improve our ability to attract and retain qualified personnel.

We believe that this study is a crucial step towards ensuring the long-term stability and effectiveness of our dispatch team. Your support and approval for this initiative would be greatly appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read "Ben Olsen".

Ben Olsen  
Assistant Chief



## Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee  
From: Peter Hartz – Water Systems Manager

06/28/2024

Re: Water System agenda items for Finance committee meeting 07/08/2024

Dear Mayor McFarland & Committee Members:

### **Water Systems agenda item:**

1. **Review and approve** – 1 step adjustment for wastewater employee

Scott Blasing of the wastewater team has met the requirement for one additional step in the pay plan based on obtaining the wastewater laboratory certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to May 15, 2024, the pay period closest to the test date. I recommend approval for Scott Blasing to move from Grade I Step 8 (\$30.96/hr.) to a Grade I Step (\$31.70/hr.)

2. **Review and take possible action** – review revised job descriptions for the group of maintenance technicians in the water and wastewater departments.

After several years of collaboration with the maintenance group, Tim and I have come to the conclusion that it would be advantageous to consolidate our efforts. Specifically, we propose that a team of three individuals work together under the supervision of the Maintenance and Facilities Foreman.

Recently, we filled a vacant position with a water team member who had received training in water operations. Since then, we've observed significant overlap in job duties and responsibilities between water and wastewater. Given this, we believe that combining forces would enhance efficiency and effectiveness.

The proposed team—comprising the wastewater maintenance operator, the facilities foreman, and the vacant water maintenance operator position—would address the needs of both water and wastewater utilities. This collaborative approach would also facilitate cross-training and improve on-call rotations, benefiting all staff members.

The scope of work remains consistent, encompassing tasks related to HVAC systems, pumps, motors, chemical feed equipment, and electrical components. By operating as a unified team, we can better serve both utilities.

Historically, the Maintenance and Facilities Foreman oversaw two other operators. However, following the most recent retirement, we reassigned one of the wastewater operators to plant operations to address specialized tasks.

We appreciate your consideration of this proposal and look forward to discussing it further.

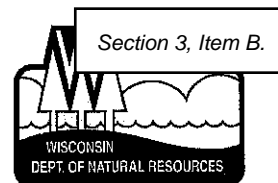
Sincerely,

*Peter Hartz*  
Watertown Water Systems

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
101 S Webster St  
PO Box 7921  
Madison, WI 53707-7921

**Tony Evers, Governor**

Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



May 21, 2024

Certification No: 39426

SCOTT C BLASING  
202 JENNA CT  
WATERTOWN WI 53098

**Exam Results for Wastewater Operator  
Certification**

Dear Applicant:

The score for the Wastewater Operator Certification exam(s) you recently took is listed below.

Exam Date	Exam Description	Passing Score	Your Score	Pass/Fail	Missed Objectives
5/8/2024	Basic Laboratory	75 %	86 %	P	10.1.2, 2.1.1, 3.2.3, 3.2.4, 5.3.4, 6.1.3, 6.1.7

**Compensation Budget Summary - Watertown**  
**2024 Totals w/ 2025 What-If Calcs**

**Wages**

01 Gen Fund	11,524,871
02 Wastewtr	722,922
03 Water	769,704
14 Enviro Hlth	304,123
15 ER Prepare	35,507
16 Stormwater	510,969
17 Solid Waste	408,116
18 Seal Smile	8,119
26 Future Fnd	65,478
	14,349,809

**Benefits**

Required: WRS, SS, Med	2,347,298
------------------------	-----------

		2025: Additional Cost if Increase is x%									
		Total	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	5.0%	4% / 5%
Fnd 01 Non-union Wages & Req Bnfts:		5,865,104	58,651	87,977	117,302	146,628	175,953	205,279	234,604	293,255	
Fnd 01 Wages & Req Bnfts FD:		2,878,688									338,403
Fnd 01 Wages & Req Bnfts PD:		4,784,819									301,487
Other Fnds Wages & Required Bnfts:		3,168,496	31,685	47,527	63,370	79,212	95,055	110,897	126,740	158,425	
Total Wages & Required Bnfts:		16,697,107	166,971	250,457	333,942	417,428	500,913	584,399	667,884	834,855	

	% of Wages										
Health	19.7%	3,288,986	32,890	49,335	65,780	82,225	98,670	115,115	131,559	164,449	526,238
Life	0.2%	30,066	301	451	601	752	902	1,052	1,203	1,503	
Dental	1.1%	186,659	1,867	2,800	3,733	4,666	5,600	6,533	7,466	9,333	
Total Compensation		20,202,818									

2024 Fund 01	Total	20,403,934	
	Compenstn	13,528,611	66%
	Non-Comp	6,875,323	34%

<b>Fund 1</b>	Wage increase: 4.0%	234,604
	Wage increase: FD 5.0%	338,403
	Wage increase: PD 5.0%	301,487
	Health Increase: 16%	2,453,201
<b>Fund 1 Total</b>		<b>1,267,006</b>



### Available \$ for 2025 Fund 01

#### Additional Revenue:

Shared Revenue: 2.3%	16,376	
ERP Incr (4.27%)	872,064	
Addition		
<b>Total Additional Revenue</b>		<b>888,440</b>

#### Additional Compensation Expenses:

Wage Incr- non union 4%	234,604	
Wage Incr- FD 4.0%/5.0%	338,403	
Wage incr- PD 4.0%/5.0%	301,487	
Hlth Ins 16%	392,512	
Work Comp: exp mod incr	10,000	
Add:		
Add:		
Add:		
+/-		
<b>Total Compensation Exp</b>		<b>1,277,006</b>

Difference available for non-PR exp	(388,566)
-------------------------------------	-----------

Non-PR expense total	6,875,323
Increase available	-5.7%

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
1		MUNICIPAL BUILDING										
2	51-71	City Hall	Chiller system									Trane rebuild
3	51-71	City Hall	Master Planning	36,000	<< ARPA							City-wide evaluation of space utilization in light of FD move
4	51-71	City Hall	FD space renovation		Place holders >>	300,000	1,500,000	1,500,000				
5	51-71	City Hall	Boiler replacement				275,085					
6	51-71	City Hall	Tuckpointing and building maintenance			?						Cost unknown, waiting for quote
7	51-71	City Hall	Remodel Engineering & BSZ								X	Safety concern, centralization and best utilization of shared secretary. Unifies workspace. Cost savings in elimination of duplicate office supplies and equipment.
8			MUNICIPAL BUILDING Subtotal	36,000		300,000	1,775,085	1,500,000	-	-	-	
9		CABLE TV										
10	51-84	Cable TV	Council Chambers video production system				60,000					Update equipment for livestreaming of city meetings
11	51-84	Cable TV	Broadcast system for cable channels					80,000				Current purchased in 2018. Typical lifespan is 5-7 years.
12			CABLE TV Subtotal	-		-	60,000	80,000	-	-	-	
13		IT SYSTEMS										
14	51-86	Network	Vmware host servers (CH PD server rm)				60,000					
15	51-86	Network	MSA SAN (CH PD server rm)				40,000					Want to replace with all flash storage; consider option for 2 hosts and StorMagic svSAN
16	51-86	Network	FortiGate Firewalls & FortiAnalyzer (CH telecom rm)			52,098						Can consider the virtual appliance (licensing) option for FortiAnalyzer
17	51-86	Network	ExaqVision NVR (CH PD)			22,000						With fiber in place, can consider bringing in Riverside Park cameras to consolidate
18	51-86	Network	Unitrends Backup			Incl in Bdgt						This estimate includes PD Evidence Data. Server would reside in new FD building; Estimate includes labor for install and completing a recovery test
19	51-86	Network	Unitrends Backup (Wastewater)			Incl in WW Bdgt						This may be an operating budget item, but is recommended for additional layer of offsite archiving (7 Years needed? Cost will increase every month; Could consider a secondary storage appliance at another Watertown building as an alternative
20	51-86	Network	Wireless Access Points (15 PD)				13,000					End of Support on 12/31/26
21	51-86	Network	Wireless Access Points (14 City Hall)				12,000					
22	51-86	Network	Wireless Access Points (5 Sr Ctr)					4,000				
23	51-86	Network	Wireless Access Points (5 Street Dept)					4,000				End of Support on 12/31/26
24	51-86	Network	Wireless Access Points (2 Health Dept)					2,000				
25	51-86	Network	Wireless Access Points (6 Wastewater Dept)						5,000			
26	51-86	Network	Switch replacement: PD Detectives				8,059					1 48-port switch, 4 transceivers
27	51-86	Network	Switch replacement: City Hall basement			32,636						2 24-port switches, 24 transceivers, 4 power supplies
28	51-86	Network	Switch replacement: basement				7,303					1 48-port switch, 2 DAC cables
29	51-86	Network	Switch replacement: Health Dept				8,267					1 48-port switch, 4 transceivers
30	51-86	Network	Switch replacement: Streets Dept				8,267					1 48-port switch, 4 transceivers
31	51-86	Network	Switch replacement: Senior Ctr				1,032					4 transceivers (Aruba switch already in place)
32	51-86	Network	Fiber expansion: Fire Station		Fire Sta	\$20,242						Fiber run
33	51-86	Network	Fiber expansion: Fire Station		Fire Sta	\$19,307						Switch, transceivers, labor
34	51-86	Network	Fiber expansion: Parks Maint Shop		Fiber Fnd	\$18,645						Fiber spool, fiber run, switch, transceivers, labor
35	51-86	Network	Fiber expansion: Library			19,188						Fiber run, swich, transceivers, labor; Library Fnd: share with \$?
36	51-86	Network	Fiber expansion: Riverside Park			15,772						Fiber run, switch, transceivers, labor, rack
37	51-86	Network	Fiber expansion: Aquatic Ctr			17,923						Fiber run, switch, transceivers, labor, rack
38	51-86	Network	Fiber expansion: Brandt-Q ballpark				29,046					Fiber run, switch, transceivers, labor, rack
39	51-86	Network	Fiber expansion: Brandt-Q pavilion				15,139					Fiber run, switch, transceivers, labor, rack
40			IT SYSTEMS Subtotal	-		159,617	202,113	10,000	5,000	-	-	
41		POLICE										
42	52-11	Police	Marked squads outfitted w/ equipment	150,000		155,000	155,000	155,000	155,000	155,000		replace squads: #610 (2020 Ford PIU, mileage 64851, VIN 1FJM5K8AW6MNA01479) and #616 (2020 Ford PIU, mileage 72867, VIN 1FM5V8AW2MNA01480)
43	52-11	Police	Unmarked squads/SUV			42,000		42,000		42,000		
44	52-11	Police	Portable & squad radios			280,450						
45	52-11	Police	Hand guns						50,000			
46	52-11	Police	Rifles (addition of 17)						53,000			
47			POLICE Subtotal	150,000		477,450	155,000	197,000	258,000	197,000	-	

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
												Section 3, Item D.
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
48		FIRE										
49	52-31	Fire	Engine						750,000			Purchase front line, due to age and call volume; cascade 1 to 2 & 2 to 3; remove third line engine. Lead time: 3 yrs.
50	52-31	Fire	Aerial Ladder					2,500,000				Current: 2006. Lead time: 3 yrs.
51	52-31	Fire	Ambulance	70,000	Chassis only	315,000			500,000			Purchase front line unit; cascade others
52	52-31	Fire	Command Car (replacement)			155,000						Replace 2013 car; used as mobile command post; includes outfitting
53	52-31	Fire	Command Car (replacement)				155,000					
54	52-31	Fire	Command Car 3 (addition)	102,500			155,000					
55	52-31	Fire	Emergency Vehicle Preemption	190,000		200,000						Provides wiring to all traffic lights (12) and connection to 15 vehicles
56	52-31	Fire	EMS EKG monitor	35,000								Life cycle: 10 years
57	52-31	Fire	Zoll monitor				55,000					
58	52-31	Fire	Zoll AED Pro				7,000					
59	52-31	Fire	Stryker Stairchair				15,000					
60	52-31	Fire	High pressure air bag lift system (Paratech)				30,000					
61	52-31	Fire	Hurst battery extrication tools							65,000		
62	52-31	Fire	Drone & training							15,000		
63	52-31	Fire	New Station: construction	14,000,000								
64			FIRE Subtotal	14,397,500		670,000	417,000	2,500,000	1,250,000	80,000	-	
65		EMERGENCY GOVERNMENT										
66	52-51	Emergency Gov	Tornado Siren			25,000						Boughton St.- inadequate coverage
67			Backup Generator- Sr/Community Center	77,800	<< ARPA							
68			EMERGENCY GOVERNMENT Subtotal	77,800	-	25,000	-	-	-	-	-	
69		HEALTH										
70	53-12	Health	Main door	Incl in bdgt								
71					One of following:							
72	53-12	Health	House & lot behind Health Department 510-512 S 2nd Street 514 S 2nd Street			\$123,100						Jefferson Cty foreclosure Purchase property adjacent to the Health Department property on 2nd Street
73	53-12	Health	Vehicle building storage/drive through program area			150,000						Vehicle storage for 6 fleet vehicles & outdoor programs (car seat checks, drive through immunization clinics)
74			HEALTH Subtotal	-		150,000	-	-	-	-	-	

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
75		PUBLIC WORKS										
76	52-41	BS&Z	Vehicle (replacement)				25,000					Existing: 2013 Ford Escape (67K, condition: fair)
77	54-09	BS&Z	Zoning Code revision			90,000						Vandewalle eval/audit scheduled for Q3/Q4 2024 to determine price (est \$75-\$100K)
78	54-10	Engineering	Large Format Copier					70,000				Current one will be fully depreciated and obsolete, replacing 11 y/o unit
79	54-10	Engineering	Vehicle: Project Mgr (replacement)					35,000				Existing: 2013 Dodge 1500 Pickup
80	54-10	Engineering	Vehicle: city engineer (replacement)						35,000			Existing: 2014 Ford Escape
81	54-10	Engineering	GPS Survey Equipment						30,000			Replace aging equipment
82			PUBLIC WORKS Subtotal	-		90,000	25,000	105,000	65,000	-	-	
83		STREET										
84	54-31	Street	Patch Roller						75,000			Replace 1994 roller
85	54-31	Street	Salt shed doors	85,000								Extreme deterioration; noticed by DNR to fix (minor rprs in '23); east/west entrances
86	54-31	Street	Chipper	55,000								Replace; shared w/ Stormwater Util 50/50 (total = \$110K)
87	54-31	Street	Street Loader			250,000						Replace loader shared w/ airport, 2010 w/ 4500 hours
88	54-31	Street	Tractor Backhoe				200,000					Replace 2013 backhoe w/ 1800 hours
89	54-31	Street	Vehicle (SUV for supervisor)							40,000		Replace 2008 Trailblazer
90	54-31	Street	Truck: single-axle dump with plow/sander	23 AUTHORIZE >>		277,000	280,000				280,000	7 trucks aged 1994-98
91	54-31	Street	Truck: tandem-axle dump with plow/sander	23 AUTHORIZE >>		150,000	300,000	300,000			300,000	2023: shared w/ StormWtr Util (total= \$300K)
92	54-31	Street	Truck: one-ton with flatbed body				80,000					Replace 2003 Ford
93	54-31	Street	Street bldg: countertops/flooring in ofc, lunchrm, rstrm				32,000					Per Facility Condition Assessment
94	54-31	Street	Street bldg: roof, heaters, air intake, lighting						1,467,215			Per Facility Condition Assessment
	54-31	Street	Street bldg: expand lunch rm, mtg rm, add'l offc				150,000					Two spaces (office & parts storage rm) are shared among five employees
95	54-31	Street	Maint Shop: overhead doors, RTU, wtr heater, air intake rpr, meeting room			65,000						Per Facility Condition Assessment
96	54-31	Street	Salt Shed: replacement								300,000	Per Facility Condition Assessment
97	54-31	Street	Holding tank in front of salt shed (to capture salty runoff)					35,000				50/50 cost share w/ Stormwater (total = \$70K)
98	54-31	Street	Storage shed: replacement				80,000					Approximately 50 years old and in poor shape
99	54-31	Street	Quarry & Street Dept: fences & gates					5,125				Per Facility Condition Assessment
100	54-10	Main St	Downtown transportation network eval (one-way streets)	80,000	<< ARPA							Scalable downtown traffic study
101	54-10	Main St	Downtown parking				85,000					Potential site acquisition
102	54-10	Main St	Trash receptacles						24,000			24 receptacles @ \$1000 ea [Wait for Main St reconstruction]
103	54-10	Main St	Landscaping: trees/planting						17,000			\$250/tree; \$600/planter [Wait for Main St reconstruction]
104	54-31	Street	Wayfinding signage system implementation						100,000			Includes area analysis, concept and design development, design intent
105			STREET Subtotal	220,000		742,000	1,207,000	340,125	1,683,215	40,000	880,000	
106		AIRPORT										
107	54-53	Airport	Fencing (section)	35,000	On-hand >>	X						Wait until Boomer St moved
108	54-53	Airport	Federal Grant 5% match annual commitment								X	\$7500 (each for 3 yrs) [5% matching of \$150K in Fed funding] in Fund 5
109	54-53	Airport	Boomer St move	62,000	On-hand >>	X						\$286,500 in Fund 5
110	54-53	Airport	Reconstruct runway 05/23 (longer)					600,000				[\$12M est project cost w/ 5% city share] in Fund 5
111	54-53	Airport	Construct taxi lane for remaining length of runway 11/29					50,000				
112	54-53	Airport	Parking: additional aircraft				90,000				185,000	37 existing tie-downs; need 55-60 during EAA Fly-in
113			AIRPORT Subtotal	97,000		-	90,000	650,000	-	-	185,000	

Section 3, Item D.

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
	Section 3, Item D.											
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
114		RECREATION										
115	55-20	Recreation	Vehicle replacement (SUV)	45,000								Frame rusted on truck; used for Kart Park; looking for SUV
116			RECREATION Subtotal	45,000		-	-	-	-	-	-	
117		AQUATIC CENTER										
118	55-22	Aquatic Center	Install water elevation play system in zero depth area						200,000			In water play feature update
119	55-22	Aquatic Center	Replace playground and sand with rubber surface			225,000						Original from 1993; portions have been removed; new play feature needed
120	55-22	Aquatic Center	Concessions: window/doors				50,000					Doors and windows sticking
121	55-22	Aquatic Center	Filtration systems	217,980								Current system obsolete, replacement parts becoming more expensive
122			AQUATIC CENTER Subtotal	217,980		225,000	50,000	-	200,000	-	-	
123		SENIOR/COMMUNITY CENTER										
124	55-24	Senior Center	Remodel entrance & welcome area			40,000						Need a safer space for volunteers and office staff
125	55-24	Senior Center	Additional sump pump & tiling								X	This might be resolved with recent reworking of retainage walls
126	55-24	Senior Center	Roof/Soffit/Facia Replacement				120,000					Not needed until 2031 per assessment except flat roof in 2025
127	55-24	Senior Center	Conley Hall: replace tile (peeling and cracking)						45,000			Conley Hall is most used room
128	55-24	Senior Center	Conley Hall: Cabinet, Counter top and sink Replacement					16,000				Cabinets are falling off the hinges, veneer is peeling off face of cabinets, veneer is chipping and cracking. Countertops have burn spots on them, Sink is too small to properly wash bigger items, coffee urns, cambros.
129	55-24	Senior Center	Conley Hall: Restrooms					6,500				Original flooring
130	55-24	Senior Center	Office: Ventilation			15,000						Offices are not properly ventilated for use
131	55-24	Senior Center	Address leaking from deck addition								50,000	
132	55-24	Senior Center	Addition								X	Replace space used at Brandt Bldg
133			SENIOR/COMMUNITY CENTER Subtotal	-		55,000	120,000	22,500	45,000	-	50,000	

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
134		PARK										
135	55-41	Park	Brandenstein Park - Sidewalk added around building			Incl in Bdgt						Men's Restroom is not ADA compliant - Facilities Report
136	55-41	Park	Brandt Quirk: paint tennis courts						100,000			Last done in 2014
137	55-41	Park	Brandt Quirk: Irrigation on Diamonds			300,000						30 year old systems, irrigation is at lifespan
138	55-41	Park	Clark: replace shelter; add basketball & pickleball courts							425,000		Full-court basketball and stand-alone pickleball lacking in parks
139	55-41	Park	Fannie P. Lewis - boat launch and dock upgrade design				15,000					Design for reconfiguration of boat launch/dock
140	55-41	Park	Fannie P. Lewis - boat launch and dock upgrade				35,000					New launch and dock/dredging/rip rap
141	55-41	Park	Fannie P. Lewis - replace walk path/parking lot					65,000				Path and parking lot will be in need of repair- to be done in conjunction with the boat launch and dock
142	55-41	Park	Grinwald: master plan				15,000					Would like to restructure use of park and facilities
143	55-41	Park	Grinwald: construct restroom facilities					350,000				Currently use portables, a lot of rental use, need facilities
144	55-41	Park	Playground replacements			100,000	100,000	100,000	100,000	100,000		Many aging playgrounds in the park system - TJ/Union
145	55-41	Park	Parks & Open Spaces Plan	35,000								Due in 2024 for grant applications - will include bike & pedestrian plan
146	55-41	Park	Reagan: development								X	
147	55-41	Park	Riverside: master plan	65,000	Fund 07							Plan of action for the future growth and development of Riverside Park
148	55-41	Park	Riverside: restroom project	175,000								
149	55-41	Park	Riverside: old Park Shop 30x40 building				100,000					Original building failing structurally, serves as storage for supplies & equipment
150	55-41	Park	Riverside: pavilion improvements				500,000					Abate asbestos, update windows, make more marketable for use
151	55-41	Park	Riverside: upgrade kitchen facilities				85,000					Update entry wall, electrical and appliances
152	55-41	Park	Riverside: Chamberland playground				1,000,000					Wooden structure is breaking down and becoming a hazard
153	55-41	Park	Riverside: volleyball court at inclusive park								300,000	
154	55-41	Park	Riverside: diamond irrigation system					120,000				Provide better maintainance
155	55-41	Park	Riverside: lighting					600,000				Aging system 47 years old; \$275K each diamond
156	55-41	Park	Riverside: splash pad								X	
157	55-41	Park	Riverside: paths, roads, parking lots						300,000			Deteriorating roadways and parking area; path will need updating
158	55-41	Park	Riverwalk: path & boardwalk- design			45,000						Boardwalk boards are deteriorating, path is uneven in areas, this project is being completed in conjunction with the Plaza Reconstruction
159	55-41	Park	Riverwalk: path & boardwalk- construction				405,000					
160	55-41	Park	T Johnson: backstop replacement					40,000				Rusted and an eyesore
161	55-41	Park	Union: backstop replacement					40,000				Rusted and an eyesore
162	55-41	Park	Washington: master plan					15,000				
163	55-41	Park	Washington: lighting						385,000			Lighting from early 1900's, cannot find replacement pieces.
164	55-41	Park	Washington: backstop addition					40,000				Backstop sits too far back allow pop balls to go over fencing
165	55-41	Park	Washington: concession stand/restroom/storage building							500,000		No running water and not up to code, no storage, restrooms are in need of repair
166	55-41	Park	Washington: diamond irrigation system								120,000	Provide better maintainance
167	55-41	Park	Van (used replacement): mechanics/aquatics	35,000								
168	55-41	Park	Dump truck (replacement)			55,000						Bed of the current truck is rusting out. 2008 - 80K
169	55-41	Park	Large mower						127,000			Replacement for 2014 with 4800 hours
170	55-41	Park	Leaf collector					42,000				Replace 2009 unit, 700+ hours, high wear item
171	55-41	Park	Stump grinder								X	
172	55-41	Park	Line striper			21,000						Can no longer find parts for current line striper
173	55-41	Park	Enclosed Trailers (2)			Incl in Bdgt						We have one trailer to load a mower on, the other trailer is not equipped to handle the weight
174	55-41	Park	Hawk Sweeper						67,000			Current sweeper is a pull behind which takes up equipment that could be used elsewhere.
175	55-41	Park	Kubota BX2380				36,000					
176	55-41	Park	Skidsteer Attachment - Boom Mower					26,000				To maintain trails within City limits, a boom is needed for overhead limbs and ground brush in steep bank areas.
177	55-41	Park	Shop replacement				500,000					New building (repairs to existing bldg approx. \$422,000)
178			PARK Subtotal	310,000		521,000	2,791,000	1,398,000	1,119,000	1,025,000	420,000	

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
179		INFRASTRUCTURE										
180	58-11	Infrastructure	Street Reconstruction costs			1,490,000	1,305,000	1,035,000	1,725,000			Amount to be determined based on budget and staff recommendations; blue shading = \$1,750,000
181	58-11	Infrastructure	Street Resurfacing costs	90,000		Blue shading in each column equals \$1,750,000 infrastructure total						
182	58-11	Infrastructure	Street crack sealing & seal coating	175,000								
183	58-11	Infrastructure	Street patching	20,000								
184	58-11	Infrastructure	Pavement marking	25,000								
185	58-11	Infrastructure	Sidewalk	50,000		75,000250,000						2025: Milford St restriping, 2027 Church St restriping
186	58-11	Infrastructure	Shared w/ Utilities Funds	(200,000)								
187	58-11	Infrastructure	Dewey Ave reconstruction (BIL Construction)			280,000						Shared w/ Water, Wastewater, Storm water
188	58-11	Infrastructure	Welsh Rd (near bypass) HSIP construction	20,000								20% city share
189	58-11	Infrastructure	Oconomowoc Ave (Kosuth to East Gate)	1,075,000								City portion is 10%
190	58-11	Infrastructure	S Twelfth (Western to College)	150,000								
191	58-11	Infrastructure	S Eleventh (Western to Wisconsin)	200,000		25,00025,00025,00025,000						
192	58-11	Infrastructure	Future year design work	22,500								
193	58-11	Infrastructure	Labaree St design work									
194	58-11	Infrastructure	Labaree St reconstruction									
195	58-11	Infrastructure	Alley improvements			100,000	100,000	100,000				
196	58-11	Infrastructure	SW Neighborhood infrastructure			750,000	410,000	410,000		99,000		
197	58-11	Infrastructure	Main St Downtown: reconstruction design	37,500		50,000	30,000	30,000				Church Street to Market Street (2028 Construction)
198	58-11	Infrastructure	Main St Downtown: reconstruction design			30,000	20,000	20,000	20,000			Market Street to Irene Street (2029 Construction)
199	58-11	Infrastructure	Main St Downtown: non-eligible expenses						628,000			Parking lanes
200	58-11	Infrastructure	Main St Downtown: non-eligible expenses						1,450,000			Lighting
201	58-11	Infrastructure	Main St Downtown: non-eligible expenses						23,000			Powder coat painting of traffic signals
202	58-11	Infrastructure	Main St Downtown: non-eligible expenses						907,200			Entrance feature, benches, flowerpots, trash cans, signage
203	58-11	Infrastructure	Main St Downtown: non-eligible expenses							410,000		Extra municipal items: grading/paving for parking
204	58-11	Infrastructure	TAP Grant: N Church St Shared-use Path design (20%) - sidewalk			300,000						Design is 100% locally funded, 20% of estimated project cost
205	58-11	Infrastructure	TAP Grant: N Church St Shared-use Path construction (20%) - sidewalk					300,000				Construction - \$1.5 million project w/ 20% City cost share
206	58-11	Infrastructure	TAP Grant: S Church shared use path design								X	City portion is 100%
207	58-11	Infrastructure	TAP Grant: S Church shared use path construction (20%)								X	City portion is 20% (note: 100% charge, 80% reimb in same year)
208	58-11	Infrastructure	TAP Grant: N 4th - Meadowbrook Dr shared use path design								X	City portion is 100%
209	58-11	Infrastructure	TAP Grant: N 4th - Meadowbrook Dr construction (20%)								X	City portion is 20% (note: 100% charge, 80% reimb in same year)
210	58-11	Infrastructure	Municipal lots			25,000						Carck sealing
211	58-11	Infrastructure	Bridge inspection	15,000		10,000						Biennial inspections & misc structure inspections
212	58-11	Infrastructure	Bridge maintenance	10,000		12,000	12,000	12,000	12,000	15,000		Rail painting, joint sealant, etc
213	58-11	Infrastructure	Main St Bridge: design	144,000								Design for Main Street Bridge, City commitment
214	58-11	Infrastructure	Main St Bridge: non-eligible modifications design	50,000								Conduit design
215	58-11	Infrastructure	Main St Bridge: non-eligible modifications	136,400								Decorative lighting & lighting conduit installation
216	58-11	Infrastructure	Lower Dam Phase III	3,000			550,000					Concrete repair at tainter gate
217	58-11	Infrastructure	Seawall	65,000			75,000	80,000	85,000		X	
218	58-11	Infrastructure	River Plaza: Phase II			X						Plaza including ramp, sidewalk, lighting
219	58-11	Infrastructure	Rock Riverwalk: deign			X						
220	58-11	Infrastructure	Rock Riverwalk (NE: east bank Main St to Cady St)				3,120,000					Ayres Assoc 2016 estimate plus inflation
221	58-11	Infrastructure	Rock Riverwalk (SE: east bank Main St to Jefferson St)					2,450,000				Ayres Assoc 2016 estimate plus inflation
222	58-11	Infrastructure	Rock Riverwalk (NW: west bank Main St to Cady St)						2,400,000			Ayres Assoc 2016 estimate plus inflation
223	58-11	Infrastructure	Quarry (crushing)	60,000								
224	58	Parking Lots	Park Maintenance Building (Bonner St): pave lot	50,000								Surface course was never laid; base course is starting to degrade
225	58	Parking Lots	Grinwald Park (Milford St): pave lot	120,000								A lot of use; painted parking stalls will help traffic flow
226	58	Parking Lots	Senior Center: expand south to Milwaukee St.								35,000	Not enough parking for popular events - bingo, voting, rentals
227			INFRASTRUCTURE Subtotal	2,318,400		2,927,000	5,967,000	5,052,000	7,275,200	524,000	35,000	

Section 3, Item D.

City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
	Section 3, Item D.											
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
228			ECONOMIC DEVELOPMENT									
229	60-50		Amtrak station: land acquisition				X					
230	60-50		Highway A: Phase 1A archeological assessment	20,000								
231			ECONOMIC DEVELOPMENT Subtotal	20,000		-	-	-	-	-	-	
232												
233			FUND 01 TOTAL	17,889,680		6,342,067	12,859,198	11,854,625	11,900,415	1,866,000	1,570,000	
234			Excess if target = \$4,000,000			2,342,067	8,859,198	7,854,625	7,900,415			
235			Excess if target = \$3,500,000			2,842,067	9,359,198	8,354,625	8,400,415			
236			Total excluding fire station	3,889,680								
237			"Authorize" totals			742,000	580,000	2,500,000	750,000			
238												



City of Watertown - Capital Improvements 2025-2029				Funded								
		Rev: 240701		Not funded								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2024	COMMENT	2025	2026	2027	2028	2029	Future	REASON/NEED
239												
240		SOLID WASTE - FUND 17										
241	58-17	Solid Waste	Refuse truck	370,000			365,000			375,000	385,000	
242	58-17	Solid Waste	Building: façade, roof repairs, plumbing, electrical	67,000								Per Facility Condition Assessment
243	58-17	Solid Waste	905 S Second St: purchase			45,000						Prospective use: parking, storage, or signage inventory
244	58-17	Solid Waste	Cady St Recycling: replacement			350,000						Needed repairs = \$954K per Facility Condition Assessment
245			SOLID WASTE - FUND 17 Total	437,000		395,000	365,000	-	-	375,000	385,000	
246												
247												
248		STORMWATER - FUND 16										
249	58-16	Stormwater	Storm Structures for Annual Street Construction Projects?	375,000		250,000	250,000	250,000	300,000	300,000		Annual placeholder
250	58-16	Stormwater	SW Neighborhood infrastructure			250,000	187,500	187,500	62,500	62,500		
251	58-16	Stormwater	Pavement	110,000		110,000	110,000	110,000	110,000	110,000		
252	58-16	Stormwater	SW retrofits/maintenance (Best Management Practices)	Incl in Bdgt		Incl in Bdgt	Incl in Bdgt	Incl in Bdgt				
253	58-16	Stormwater	Future Year CIP Design	65,000		50,000	50,000	50,000	50,000	50,000		
254	58-16	Stormwater	WisDOT BIL program design fees for Dewey Ave	80,000								1/4 to Storm, 3/4 to Annual Streets
255	58-16	Stormwater	WisDOT design fees for Downtown Main St	12,500								1/4 to Storm, 3/4 to Annual Streets
256	58-16	Stormwater	Hart St Storm BMP (study/design)	30,000								Potential carry-over depending on flood study deliverables
257	58-16	Stormwater	Hart St Storm BMP (construction)				2,000,000					
258	58-16	Stormwater	Main St BMP (reconstruction)					450,000				
259	58-16	Stormwater	Flood study: implementation study			50,000						
260	58-16	Stormwater	Flood study: design				120,000					
261	58-16	Stormwater	Flood study: construction					750,000				
262	58-16	Stormwater	Total Maximum Daily Load (TMDL) implementation	25,000		25,000	25,000	50,000	50,000			
263	58-16	Stormwater	WinSLAMM Model and Training			30,000						
264	58-16	Stormwater	Excavator: rubber-tracked large mini	180,000								Replace 2008 unit w/ 4200 hours
265	58-16	Stormwater	Chipper	55,000								50/50 cost share w/ Streets (total = \$110K)
266	58-16	Stormwater	Permeable paver maintenance equipment PaveVac				75,000					
267	58-16	Stormwater	Street sweeper					450,000				
268	58-16	Stormwater	Track excavator					200,000				
269	58-16	Stormwater	Truck: tandem-axle dump with plow/sander	23 AUTHORIZE >>		150,000						50/50 cost share w/ Streets (total = \$300K)
270	58-16	Stormwater	Brine equipment	30,000		30,000						Working w/ Streets to define program
271	58-16	Stormwater	Yardwaste - Biofilter (Construction)	400,000								
272			STORMWATER - FUND 16 Total	1,362,500		945,000	2,817,500	2,047,500	1,022,500	522,500	-	
273			"Authorize" totals			150,000						

Section 3, Item D.

Water Utility Capital Planning

Project/Purchase Description	2025	2026	2027	2028	2029
Annual streets & utilities watermain replacement program # 03-99-99-99	517,750	650,000	1,000,000	500,000	500,000
Annual IT - GIS / SCADA / asset management & data processing #03-99-99-99	30,000	30,000	30,000	30,000	30,000
Total Repair & Replace (see itemized listing) # 03-99-99-98	1,110,000	395,000	679,000	370,000	495,000
Town of Emmet Utility Extension Construction - #03-99-99-99	1,110,000				
Total Capital Projects	2,767,750	1,075,000	1,709,000	900,000	1,025,000
2025					
Annual well renovation and pump work (wells 6)	50,000				
Annual hydrant painting	20,000				
West Street Watertower paint job (phase 2 painting interior / exterior)	1,000,000				
Water Leak Correlator	40,000				
2026					
Annual hydrant painting		20,000			
Well VFD's		50,000			
Annual well renovation and pump work (well 9)		75,000			
Watermain loop projects (Highway 16 Bypass)		250,000			
2027					
Annual well renovation and pump work (well 9?)			100,000		
Annual hydrant painting			20,000		
Hospital Drive / interior paint job (pending ROV inspection)			250,000		
NE WTP meter relocation			34,000		
Watermain upsize - NE under HWY 16			150,000		
Watermain loop projects (Highway 16 Bypass)			125,000		
2028					
Annual well renovation and pump work (1 or 2 pumps)				100,000	
Annual hydrant painting				20,000	
Airpark Drive exterior paint job				250,000	
2028					
Annual well renovation and pump work (1 or 2 pumps)					100,000
Annual hydrant painting					20,000
Western Tower exterior paint job					250,000
Watermain loop projects (Concord - Humboldt)					125,000

2025 Watermain projects (est. @ \$175 / ft; does include bituminous surface)

1st St (Milwaukee to Western) & Western St. (1st to 3rd) 800 LF	140,000	2	private side only
Well #4 (Raw water line from well house to CTP) (1,050 LF @ \$250/LF)	262,500	0	

Bituminous surfacing contribution (included in water bid items)	included in bid
2025 project contingency cost (above streets)	40,250
2025 Engineering design costs (for 2026 projects)	75,000

Wastewater Utility Capital Planning

Project/Purchase Description	2025	2026	2027	2028	2029
Annual streets & utilities sewermain replacement projects (below) # 02-97-30-11	305,000	300,000	300,000	300,000	300,000
Annual GIS / SCADA / asset management, data processing & eng. design # 02-97-30-00	30,000	30,000	30,000	30,000	30,000
Total Capital & Repair - Replace (see itemized listing) - # 02-97-30-12	665,000	140,000	480,000	315,000	250,000
Town of Emmet Utility Extension Construction - #02-97-30-11	305,000				
Total Capital Projects	1,305,000	470,000	810,000	645,000	580,000
2025					
Emergency stand-by generators (Counrty Club, 18th Hole, South Concord)	120,000				
Replace Camel - Jetter & Vacuum truck (Order in 2025 - pay for in 2026)	500,000				
Replace Bobcat UTV (electric UTV)	45,000				
WWTP FACILITIES PLAN PROJECT UPGRADES (\$10,000,000)	not included				
WEST SIDE INTERCEPTOR PROJECT (Hoffmann to Milford @ River Rd. ~\$5,000,000)	not included				
BIOSOLIDS DRYER PROJECT CONSTRUCTION (\$5,000,000)	not included				
2026					
Emergency stand-by generators (5th Ward, Oak Ridge, North Water)		100,000			
Replace mobile #4 generator pick-up (keep generator on new truck)		40,000			
2027					
Parking lots and drives complex wide			250,000		
Emergency stand-by generators (Fox Creek, Hintze, Riverside Park)			150,000		
Replace lift station truck & crane			80,000		
2028					
Replace Dodge Journey				25,000	
Replace mobile #9 pick-up/plow				40,000	
Emergency stand-by generators (replace oldest portables)				250,000	
2029					
Centrate pumps / transfer line rehab (\$100,000)					150,000
Replace perimeter fencing					100,000

2025 Sewermain projects

Sanitary upgrades in CIP project area (bituminous included)	50,000	?? (picking up \$50/ft cost for water dept. - can manipulate this number +\$100,000)
CIPP project - footage + manholes to be determined later	200,000	Lead service
2025 project contingency cost (above streets)	-	
2025 Engineering design costs (no contract yet estimate only)	55,000	
2025 Total - ESTIMATE ONLY	305,000	

Account number:

# Memo

**To:** Mayor McFarland & Finance Committee

**From:** Lisa Schwartz, Human Resources Coordinator

**Date:** July 2, 2024

**Re:** **Enter Into Agreement with Benefit Broker for Employee Benefit Options**

Please find the following agenda item for your consideration and approval.

The City would like to enter into an agreement with USI to pursue employee benefit options, specifically health insurance. The city has been with our current health plan for at least over ten years and continues to experience increasing costs. Utilizing a broker will help us determine the availability of plans and potential cost savings, while still maintaining equitable and quality coverage for our employees and families.

Several brokers were contacted regarding services that the city could utilize. Two brokers were recommended, and references were called by the human resources office. USI is currently working with municipalities such as Waupun and governmental entities such as the Watertown School District. The USI broker would be able to provide quotes for health plan vendors able to serve the employee population for the city to review. A future meeting would be scheduled to determine the options of staying with the current health plan or to leave the ETF network for a new program under the brokerage of USI.

Pending the approval of the City Attorney, and the appropriate funding approvals, we would send the signed agreement to USI for quotes to be returned prior to the budget process. Any new plan would have an anticipate effective date of January 1, 2025.

In order to receive this service from USI, a budget amendment is necessary. Please review and approve the transfer of \$5,000 from account 01-51-81-56(Contingency), to HR Dues, Fees, Subscriptions 01-51-60-22.

**DEPARTMENT OF PUBLIC HEALTH**

# CITY OF WATERTOWN POSITION DESCRIPTION

---

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**ORIGINAL DATE: April 13, 2008**  
**REVISED: May 2022, January 2024**

**Title:** Administrative Assistant I  
**Department:** Health Department  
**FLSA Status:** Nonexempt

## General Summary

This is an administrative position which performs general office/clerical duties within the Watertown Department of Public Health.

## Reporting Relationships

Under the direct supervision of the Confidential Administrative Assistant. Responsible for clerical and office duties involving the support of the administrative function of the department. Refer more complicated matters to supervisors. Work of a confidential and sensitive nature.

## Essential Duties and Responsibilities

- **Provide High Quality Public Health Services**
  - Receptionist, answering phones and directing visitors, and types correspondence.
  - Open, read, route, and distribute incoming mail/email or other materials.
  - Data entry tasks with various computer programs.
  - Performs entry level bookkeeping functions.

***DEPARTMENT OF PUBLIC HEALTH***

- Process payments.
  - Maintain a filing system and various files and records.
  - Customer services duties, analyzing requests and making the appropriate referrals.
  - Assist in clinic registration process.
  - Maintain and update department social media and website content.
  - Maintain and update department community outreach forms, schedules, and informational handouts.
  - Maintain scheduling and event calendars.
  - Comply with HIPAA regulations and preserve confidentiality.
- **Promotes policy development at organizational and community level to improve health.**
  - Assures ongoing review and update of health department policy and procedure.
  - Provides leadership on local ordinance development, monitoring and revision related to public health issues.
  - Assures implementation of policies, programs and services is consistent with laws and regulations.
  - Provides leadership to community in bringing a health in all policy lens to community wide discussions related to organizational, institutional, and governmental policy.
  - Monitors and provides input to policy makers on local and state policy initiatives impacting the health of the population.
  - Supports the Board of Health in policy exploration, analysis, and action.
- **Assures internal and external communication on key public health and organizational issues.**
  - Provides regular and accurate communication to department and Board of Health about current operations and priorities of the department.
  - Conveys data and information to professionals and the public using a variety of approaches and communication skills, e.g., reports, presentations, email, letters, testimony, press interviews.
  - Assures that health department communication assures health literacy and is done with linguistic and cultural proficiency, e.g., using age-appropriate materials, incorporating images.
  - Develops and utilizes methods for communicating population health data and health priorities to the public and community partners.
  - Assures ongoing, effective marketing of department services and brand.
  - Builds and maintains strong relationships with media partners.
- **Health Equity and Cultural Competency**
  - Ensures the development and implementation of public health communication strategies that take into account health literacy of the population.
  - Ensures the availability of targeted, culturally appropriate information to help individuals and groups understand public health policies and regulations.

## ***DEPARTMENT OF PUBLIC HEALTH***

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
  - Ensures a variety of approaches are considered and used to disseminate public health information while ensuring health equity throughout the community.
  - Communicates the role of the public health department to other entities within the public health system.
  - Promotes diversity in the public health workforce.
- **Other Duties as Assigned**
    - Meets all HIPAA privacy standards for maintaining confidentiality of clients or other privileged information.
    - Uses individual, team, and organizational learning opportunities for personal and professional development.
    - Arranges work area to reduce physical stress and increase productivity and efficiency, uses good judgment to act in a manner that is safe for themselves and their coworkers, and follows any Department safety procedures.
    - Performs additional duties and responsibilities as may be assigned from time to time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties and responsibilities listed are representative of the knowledge, skill, and/or ability required.

## **Qualifications**

### **Education and Experience:**

Graduation from High School (or HSED equivalent) with major course work in office occupations.

### **Required Knowledge, Skills, and Abilities:**

- Ability to apply and interpret applicable laws, codes, local ordinances and regulations, and practices pertaining to public health programs and of enforcement procedures.
- Comprehensive knowledge of community organizations and resources.
- Ability to be resourceful and flexible in an emergency situation.
- Ability to communicate effectively and persuasively, have excellent active listening skills, and experience with public speaking.
- Ability to multi-task and establish priorities.
- Skills in time management.

## ***DEPARTMENT OF PUBLIC HEALTH***

- Ability to effectively problem solve including determining the nature of a problem, identifying potential solutions, implementing effective and strategic solutions, and monitoring/evaluating results.
- Ability to utilize analytical skills such as attention to detail, critical thinking, and systematic thinking.
- Ability to work collaboratively with individuals and groups with varied backgrounds, perspectives, and interests.
- Ability to deliver culturally appropriate, and inclusive information to help individuals and groups understand public health promotion, disease prevention, policies, regulations, and public health codes.
- Ability to utilize appropriate methods for interacting and communicating effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, ethnic, sexual orientations, lifestyles, and physical abilities with a health equity lens.
- Proficiency in the use of intermediate computer skills: email, word processing, use of Excel spreadsheets.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.
- Utilize and perform continuous quality improvement and make recommendations based on findings.
- Ability to prepare and maintain accurate records and reports.
- Knowledge of HIPPA compliance standards and all aspects of client privacy practices.
- Working knowledge of business English, spelling and correspondence formats.
- Working knowledge of Microsoft Office programs.
- Working knowledge of current office practices and procedures.
- Ability to operate office equipment and word processor (computer automated software and peripheral equipment.)
- Ability to understand and follow instructions.
- Good working knowledge of, and the ability to maintain filing systems.
- Ability to establish and maintain effective working relationships with coworkers, and to tactfully deal with the public.
- Ability to effectively work under stressful conditions.

### **Certificates, Licenses, Registrations:**

- Valid Wisconsin driver's license and excellent driving record.

## **Essential Job Functions**

### **Physical Demands:**

## ***DEPARTMENT OF PUBLIC HEALTH***

Duties require sufficient mobility to work in a normal office setting and community environments, use of standard office equipment including a computer, read printed materials and a computer screen and to communicate in person or over the telephone.

May also include:

- Standing, walking, sitting, and stooping.
- Kneeling, crouching, climbing, balancing, and bending/twisting.
- Reaching, lifting, carrying, pushing/pulling (up to 35 lbs.).
- Handling, grasping, filing, typing, and writing.

Work performed could involve exposure to:

- Conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, and poor illumination of a job site.
- Communicable diseases, insects, and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- Members of the public who exhibit challenging, atypical, intimidating, or hostile behaviors and/or communication.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

### **Environmental/Working Conditions of the Position:**

Work routinely performed in:

- Normal office setting
- Private residence
- Outdoor setting
- Community spaces
- Private businesses

### **Mathematical Skills:**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Reasoning Ability:**

Ability to exercise the judgment, decisiveness, and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

### **Language Skills:**

Required to consistently communicate effectively and professionally with residents, clientele, employees, and officials.





THE CITY OF  
**WATERTOWN**

**DEPARTMENT OF PUBLIC HEALTH**

1/25/2024

*Elizabeth G. Bierschen*

Section 3, Item F.

**City of Watertown**  
**Department Proposal for Personnel Addition or Modification**

Budget Year: 2025  
 Department: Health  
 01-53-12 50%  
 Fund / Div / Dept [xx-xx-xx]: 14-53-13 50%

Note: TAB through cells to enter data.

Position Title: Administrative Assistant  
 Supervised by: Carol Quest  
 FT or PT: PT  
 If PT, # of hours/week: 30  
 # of months: 12

Estimate of Add to Budget  
 The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: F  
 Step: 2

Annual wage:	10,613	Use 2024 pay table rate
Required benefits:	1,544	
Est of ins premiums:	17,100	2024 premium rates
Compensation estimate:	29,257	

Add'l costs of hire:  
 Savings due to hiring:

List:  
 Explain:

**Total of Request:** 29,257

Rationale for Need: Explain why the position is necessary.  
 There is increased need for staffing for customer service with more phone calls and walk ins to the office. There is also an increase in need for hours for the position with the establishing of the water lab for billing.  
  
 Position is currently 20 hrs/week and will be increased to 30 hrs/week.  
  
 Funding - 50% Health part time - 01-53-12-16  
               50% Enviro part time - 14-53-13-16  
  
 The amounts on this form only reflect the 10 hour increase that is requested.



**DEPARTMENT OF PUBLIC HEALTH**

# CITY OF WATERTOWN

## POSITION DESCRIPTION

---

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**ORIGINAL DATE:** May 2022  
**REVISED:**

**Title:** Bilingual Communications Specialist  
**Department:** Health Department  
**FLSA Status:** Nonexempt

### General Summary

This is a Certified Medical Translator/Interpreter position that provides accurate and professional language interpretation and translation to community members, clients, families, operators, and staff. This includes appointments at Watertown Department of Public Health, in the community, in licensed facilities, and telephone communication. In addition to providing oral interpretations for community members, clients, families, operators, and staff, the Bilingual Communications Specialist provides written translation of a wide variety of documents. Examples of documents to be translated include records from foreign health care providers, information and education materials, and correspondence between staff and community members, clients, families, or operators. The Bilingual Communications Specialist also serves as a resource to community members, clients, families, and operators connecting them with the appropriate resources for Limited English Proficiency. In addition, the Bilingual Communications Specialist assists staff in operations such as scheduling appointments.

### Reporting Relationships

Under general supervision of the Watertown Department of Public Health Health Officer/Director. This position is responsible for providing translation and interpretation for community members, clients, families, and operators with limited English proficiency (LEP) to assist in communicating successfully with staff.

**DEPARTMENT OF PUBLIC HEALTH**

## **Essential Duties and Responsibilities**

- **Promotes policy development at organizational and community level to improve health.**
  - Assures ongoing review and update of health department policy and procedure.
  - Provides leadership on local ordinance development, monitoring and revision related to public health issues.
  - Assures implementation of policies, programs and services is consistent with laws and regulations.
  - Provides leadership to community in bringing a health in all policy lens to community wide discussions related to organizational, institutional, and governmental policy.
  - Monitors and provides input to policy makers on local and state policy initiatives impacting the health of the population.
  - Supports the Board of Health in policy exploration, analysis, and action.
- **Assures internal and external communication on key public health and organizational issues.**
  - Provides regular and accurate communication to department and Board of Health about current operations and priorities of the department.
  - Conveys data and information to professionals and the public using a variety of approaches and communication skills, e.g., reports, presentations, email, letters, testimony, press interviews.
  - Assures that health department communication assures health literacy and is done with linguistic and cultural proficiency, e.g., using age-appropriate materials, incorporating images.
  - Develops and utilizes methods for communicating population health data and health priorities to the public and community partners.
  - Assures ongoing, effective marketing of department services and brand.
  - Builds and maintains strong relationships with media partners.
- **Health Equity and Cultural Competency**
  - Ensures the development and implementation of public health communication strategies that take into account health literacy of the population.
  - Ensures the availability of targeted, culturally appropriate information to help individuals and groups understand public health policies and regulations.
  - Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
  - Ensures a variety of approaches are considered and used to disseminate public health information while ensuring health equity throughout the community.
  - Communicates the role of the public health department to other entities within the public health system.

**DEPARTMENT OF PUBLIC HEALTH**

- Promotes diversity in the public health workforce.
- **Provide Spanish interpretation**
  - Provide thorough, timely and accurate face to face and phone interpreting for community members, clients, families, operators, and staff.
  - Listens to complete statements in one language, translates to second, and translates responses from second into first language; expresses either approximate or exact translation, depending on nature of occasion.
  - Perform duties following the guidelines provided by the National Code of Ethics and Standards of Practice for Interpreters in Health Care.
  - Follow department policy and procedures.
- **Provide written language translation**
  - Provide accurate and timely translation of records and documents.
  - Work with staff in the production of health education materials such as videos, brochures, etc.
  - Translate information and education materials.
- **Serve as resource to community members, clients, families, operators, and staff**
  - Establish and maintains quality service and positive interaction with community members, clients, families, operators, and staff.
  - Bridge the gap between staff and community members, clients, families, and operators by accurately facilitating communication to support health and wellbeing.
  - Explain Watertown Department of Public Health resources, office protocols and limitations to community members, clients, families, operators, and staff.
  - Assist with community member, client, family, and operator follow-up as necessary.
- **Other Duties as Assigned**
  - Meets all HIPAA privacy standards for maintaining confidentiality of clients or other privileged information.
  - Uses individual, team, and organizational learning opportunities for personal and professional development.
  - Arranges work area to reduce physical stress and increase productivity and efficiency, uses good judgment to act in a manner that is safe for themselves and their coworkers, and follows any Department safety procedures.
  - Performs additional duties and responsibilities as may be assigned from time to time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties and responsibilities listed are representative of the knowledge, skill, and/or ability required.

**DEPARTMENT OF PUBLIC HEALTH**

## Qualifications

### **Education and Experience:**

Associates degree or higher in a related field with two-years of experience with medical translation/interpreting or bilingual experience that allows for satisfactory completion of duties.

### **Required Knowledge, Skills, and Abilities:**

- Ability to apply and interpret applicable laws, codes, local ordinances and regulations, and practices pertaining to public health programs and of enforcement procedures.
- Comprehensive knowledge of community organizations and resources.
- Ability to be resourceful and flexible in an emergency situation.
- Ability to communicate effectively and persuasively, have excellent active listening skills, and experience with public speaking.
- Ability to effectively problem solve including determining the nature of a problem, identifying potential solutions, implementing effective and strategic solutions, and monitoring/evaluating results.
- Ability to utilize analytical skills such as attention to detail, critical thinking, and systematic thinking.
- Ability to work collaboratively with individuals and groups with varied backgrounds, perspectives, and interests.
- Ability to deliver culturally appropriate, and inclusive information to help individuals and groups understand public health promotion, disease prevention, policies, regulations, and public health codes.
- Ability to utilize appropriate methods for interacting and communicating effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, ethnic, sexual orientations, lifestyles, and physical abilities with a health equity lens.
- Proficiency in the use of intermediate computer skills: email, word processing, use of Excel spreadsheets.
- Utilize and perform continuous quality improvement and make recommendations based on findings.
- Ability to prepare and maintain accurate records and reports.
- Knowledge of HIPPA compliance standards and all aspects of client privacy practices.
- Fluency in relevant foreign language(s).
- Proficiency in written and oral language skills in relevant languages.
- Knowledge of medical terminology.
- Proficiency in foreign language(s) written translation skills.
- Ability to listen effectively.
- Ability to work independently and effectively.

## ***DEPARTMENT OF PUBLIC HEALTH***

- Ability to function effectively in a fast paced and changing environment with multiple priorities and objectives

### **Certificates, Licenses, Registrations:**

- Certification for medical translator/interpreter.

## **Essential Job Functions**

### **Physical Demands:**

Duties require sufficient mobility to work in a normal office setting and community environments, use of standard office equipment including a computer, read printed materials and a computer screen and to communicate in person or over the telephone.

May also include:

- Standing, walking, sitting, and stooping.
- Kneeling, crouching, climbing, balancing, and bending/twisting.
- Reaching, lifting, carrying, pushing/pulling (up to 35 lbs.).
- Handling, grasping, filing, typing, and writing.

Work performed could involve exposure to:

- Conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, and poor illumination of a job site.
- Communicable diseases, insects, and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- Members of the public who exhibit challenging, atypical, intimidating, or hostile behaviors and/or communication.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

### **Environmental/Working Conditions of the Position:**

Work routinely performed in:

- Normal office setting
- Private residence
- Outdoor setting
- Community spaces
- Private businesses





## ***DEPARTMENT OF PUBLIC HEALTH***

### **Mathematical Skills:**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Reasoning Ability:**

Ability to exercise the judgment, decisiveness, and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

### **Language Skills:**

Required to consistently communicate effectively and professionally with residents, clientele, employees, and officials.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Health

15312-70%

Fund / Div / Dept [xx-xx-xx]: 14-53-13-30%

Note: TAB through cells to enter data.

Position Title: Bilingual Communication Specialist

Supervised by: Carol Quest

FT or PT: PT

If PT, # of hours/week: 20

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: K

Step: 2

Annual wage: 31,855 Use 2024 pay table rate

Required benefits: 4,635

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 53,590

Add'l costs of hire:

Savings due to hiring:

List:

Explain:

Total of Request: 53,590

Rationale for Need: Explain why the position is necessary.

There has been a significant increase in need for translation and interpretation with the changing Spanish speaking population for all department programs.

The 2024 budget for this position is currently 20 hours per week split between two part time staff (13 hrs & 7 hrs/week each).

This request is to increase the part time hours to a total of 40 hours per week which will be split between two part-time staff. One staff member will be K4 for 13 hrs/week the other staff member will be K2 for 27 hrs/week.

Funding for 2025 - 70% Health part time - 01-53-12-16  
30% Enviro part time - 14-53-13-16

The amounts reflected on this form is for the 20 hour increase that is requested not the total amount for the budget for this position.



City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: City Attorney

Fund / Div / Dept [xx-xx-xx]: 01-51-61

Note: TAB through cells to enter data.

Position Title: Assistant City Attorney

Supervised by: City Attorney

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: N

Step: 1

Annual wage: 74,298 Use 2024 pay table rate

Required benefits: 10,810

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 102,208

Add'l costs of hire: 4,000 List: Computer/Desk/Chair/CLE/Travel/LegalFiles E

Savings due to hiring: 15,000 Explain: Average \$300.00 per hour outside legal council

Total of Request: 91,208

Rationale for Need: Explain why the position is necessary.

1. Expansion of department services. 2. Avoidance of Conflict when representing City Staff and Committees. 3. Continuity of Services.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Administration

Fund / Div / Dept [xx-xx-xx]: 01-51-86

Note: TAB through cells to enter data.

Position Title: IT Technician

Supervised by: IT Coordinator

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: I

Step: 1

Annual wage: 54,180 Use 2024 pay table rate

Required benefits: 7,883

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 79,163

Add'l costs of hire: 3,200 List: Hardware, software, and a desk.

Savings due to hiring: Explain:

Total of Request: 82,363

Rationale for Need: Explain why the position is necessary.

Every City Department uses technology in some aspect. From computers, laptops, and tablets to email, phone calls, and file storage there are myriad of different aspects of technology that must be managed, maintained, secured, troubleshooted, quoted, purchased, replaced, sunset, and disposed of. Additionally, several departments have unique requirements to be compliant with electronic health record (EHR), criminal justice information services (CJIS), payment card industry (PCI), and cybersecurity requirements.

Currently there is a single person on staff for handling IT in the City. While the exact number of staff in the City who utilize technology is a little nebulous, there are approximately 250 email licenses for Office 365. A simple way to discuss the number of IT staff required is to examine the ratio of support staff to supported staff; in this case it is currently 1:250. Worse still, the IT Coordinator is unable to dedicate 100% of their time to supporting other staff directly, so that ratio may be as low as 0.5:250 or the equivalent of 1:500. A much more common ratio is 1:100, which would require 2.5 staff dedicated to supporting others leaving the IT coordinator to focus on larger projects, budgeting, training City staff, cybersecurity implementations, and compliance requirements; they could also provide additional support during busy times or absences.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Administration

Fund / Div / Dept [xx-xx-xx]: 01-51-86

Note: TAB through cells to enter data.

Position Title: IT Technician

Supervised by: IT Coordinator

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: I

Step: 1

Annual wage: 54,180 Use 2024 pay table rate

Required benefits: 7,883

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 79,163

Add'l costs of hire: 3,200 List: Hardware, software, and a desk.

Savings due to hiring: Explain:

Total of Request: 82,363

Rationale for Need: Explain why the position is necessary.

Every City Department uses technology in some aspect. From computers, laptops, and tablets to email, phone calls, and file storage there are myriad of different aspects of technology that must be managed, maintained, secured, troubleshooted, quoted, purchased, replaced, sunset, and disposed of. Additionally, several departments have unique requirements to be compliant with electronic health record (EHR), criminal justice information services (CJIS), payment card industry (PCI), and cybersecurity requirements.

Currently there is a single person on staff for handling IT in the City. While the exact number of staff in the City who utilize technology is a little nebulous, there are approximately 250 email licenses for Office 365. A simple way to discuss the number of IT staff required is to examine the ratio of support staff to supported staff; in this case it is currently 1:250. Worse still, the IT Coordinator is unable to dedicate 100% of their time to supporting other staff directly, so that ratio may be as low as 0.5:250 or the equivalent of 1:500. A much more common ratio is 1:100, which would require 2.5 staff dedicated to supporting others leaving the IT coordinator to focus on larger projects, budgeting, training City staff, cybersecurity implementations, and compliance requirements; they could also provide additional support during busy times or absences.

### City of Watertown Position Description

Position Title	Administrative Assistant I
Department	Police Department
Division	
Pay Grade	G
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Chief of Police
Direct Reports	None
Last Updated	07/2024

#### Job Summary

The Administrative Assistant I is responsible for providing general administrative services in the Police Department to relieve department staff of administrative details. This position also acts as a liaison within the department and outside departments to maintain communication.

#### Essential Functions and Responsibilities

***The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.***

#### Administrative Work:

- Maintain communication with department personnel and the general public.
- Assist the public via telephone, email and/or in person, regarding inquiries on matters related to the department.
- Perform receptionist duties, typing and clerical duties for various areas of the department.
- Reconcile department cash register
- Perform Notary Public duties as needed
- Assist Community Service Officer with processing parking suspensions and sending overdue citation letters
- Assist Records Specialist with filing, and also serve as back up for processing record requests
- Review and create police case reports according to mandatory Federal Bureau of Investigation (FBI) and departmental Incident Based Reporting (IBR) requirements.
- Verify detail, offenses, subject, property, and vehicle entries for completeness and accuracy based on information provided in police reports or public online submissions.
- Classify crimes and collect statistics in accordance with FBI set standards using City Ordinances, State Statutes, and corresponding crime codes.
- Identify, interpret, and correct Incident Based Reporting errors.
- Track, scan, file, and import case documentation to the police records management system.

#### Supervision Exercised

None.

#### Minimum Education Qualifications

##### Education and/or Experience Requirements:

- High school diploma or equivalent; post high school education
- One to two years secretarial/administrative support experience.

Licenses, Certifications, and Other Requirements:  
None.

**Minimum Knowledge, Skills, and Abilities Qualifications**

*In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.*

- Ability to greet visitors with high interpersonal and customer service skills.
- Ability to represent the department with excellent verbal communication skills.
- Ability to multi-task and establish priorities.
- Skills in time management.
- Knowledge of office procedures and ability to use equipment.
- Ability to analyze and solve problems.
- Ability to create, compose, and edit written materials.
- Organizing and coordinating skills.

*In evaluating candidates for this position, ORGANIZATION NAME may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.*

**Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- May experience frequent periods of standing or walking.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

**Work Environment**

The work environment is indoors in an office setting.

**EOE / ADA Statement**

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various 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. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_



City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Police

Fund / Div / Dept [xx-xx-xx]: 52-11-11

Note: TAB through cells to enter data.

Position Title: Administrative Assistant 1

Supervised by: Assistant Chief

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: G

Step: 1

Annual wage: 45,406 Use 2024 pay table rate

Required benefits: 6,607

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 69,113

Add'l costs of hire: 1,000 List: Uniform allowance, computer, peripherals

Savings due to hiring: Explain:

Total of Request: 70,113

Rationale for Need: Explain why the position is necessary.

IBR - Incident Based Reporting - The State of WI now requires data entry (IBR) on every incident generated, which is currently a workload tasked to individual officers. The audit and submission of all of the IBR data is accomplished by a single officer on Dayshift. This new position would take over the entry, audit and submission of all of that data entry for all officers, allowing the more highly-paid officers to return to their mission of providing law enforcement services to the community.

# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** September 21, 2004  
**Revised:** June 23, 2009  
**Reviewed:** February 11, 2020  
**Reviewed:** May 3, 2021

**Title:** Police Officer

**Department:** Police

**FLSA Status:** Nonexempt

### **General Summary:**

Performs general law enforcement duties contributing to the prevention, suppression, and detection of crime. Protect citizen's rights, welfare, and property. Enforce ordinances and laws within the City of Watertown. Work with other law enforcement agencies and city departments.

### **Reporting Relationships:**

Works under supervision of the shift sergeant and/or Division Commander and in accordance with department policies, practices, procedures, rules, and regulations. Is required to use independent judgment within the guidelines established by department policy and procedure in deciding courses of action to handle a wide range of situations without assistance.

### **Specific Accountabilities:**

1. Perform preventative patrol and police assigned areas on foot, in squad cars or other police vehicles.
2. Utilize communication equipment to report in, call for assistance; receive calls in both emergency and non-emergency situations, etc.
3. Conduct investigations of various incidents to include domestic disputes, crimes against persons or property, missing persons, or other investigations as assigned.
4. Render first aid.
5. Serve official notices and summons, warrants, and body attachments upon individuals issued by the court or other competent authority and make arrests.
6. Appear as a witness and give testimony at hearings and court trials when associated to the official duties of police officer on behalf of the City of Watertown.
7. Perform other general duties for the purpose of law enforcement e.g., writing and filing of reports, ticketing for violations, directing traffic, crowd control, completion of related paperwork, etc.
8. Complete checks of incarcerated persons within the department's holding facility and perform other related assignments as prescribed.
9. Operate and maintain police vehicles and other department equipment, supplies and facilities.
10. May assist other department personnel as directed with investigations, interrogations, apprehensions in unusual or emergency situations.

11. Proactively police the community and assist city officials in the performance of police activities.
12. May serve as acting supervisor or Officer in Charge in the absence of a sergeant or when so assigned.
13. May perform other job related duties as required.
14. Conduct searches and seizures within the parameters of law.
15. Use force when necessary and legally justified.

**Required Knowledge, Skills and Abilities:**

The position of Police Officer must be certified by the State of Wisconsin Law Enforcement Standards Board and have a minimum of 60 credits from an approved university, college, or technical school, be a U.S. citizen, be at least 21 years of age, possess a valid Wisconsin Drivers License, and have no felony convictions, and have experience and training which would provide the following knowledge, skills, and abilities:

- Good knowledge of the techniques and objectives of modern police procedures.
- Ability to acquire and retain knowledge of the Wisconsin Criminal Code, Wisconsin Juvenile Code, Wisconsin Traffic Code, the City of Watertown Municipal Code, Federal Law, and the constitutional guidelines as they relate to criminal and non-criminal investigations.
- Considerable knowledge of police powers, department rules, regulations, and policies.
- Ability to read and interpret department directives and procedures.
- Good knowledge of court room procedures and decorum.
- Considerable skill in evaluating complaint and emergency situations while maintaining good recall and observation skills.
- Ability to think clearly and act decisively while demonstrating sensitivity.
- Ability to diffuse violent or potentially violent situations.
- Working skill in arrest and defense techniques.
- Ability to perform physically to apprehend, restrain and/or forcibly arrest suspects when necessary.
- Good knowledge regarding weapons and the use of them.
- Ability to perform in psychologically adverse working conditions.
- Considerable skill in communication with ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other police activities.
- Ability to speak effectively before groups.
- Working skill in gaining the public trust.
- Ability to establish and maintain effective and professional working relationships with coworkers, administrators, and the public.
- Ability to sustain considerable physical effort involving performance of duties in situations of personal danger, with exposure to all types of weather conditions.
- Skill in defensive driving techniques, both routine and in high-speed driving situations.
- Ability to take and maintain safety precautions in performance of work.
- Participate in annual fitness testing.
- Ability to utilize department' software programs.

Employee Acknowledgement:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY OF  
WATERTOWN

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: MAY 1, 1998

Reviewed: June 23, 2009

Revised: February 11, 2020

Title: Police/School Liaison Officer

Department: Police

FLSA Status: Non-exempt

**General Summary:**

Responsible for performing criminal investigations and public relations functions as they pertain to the student population of the City of Watertown in general and, specifically, to Riverside Middle and Watertown High Schools.

**Reporting Responsibilities:**

The Police/School Liaison Officer reports directly to the Support Operations Captain, however, on day-to-day matters, he or she will be supervised through the combined efforts of the Police Department and school administrators.

**Specific Accountabilities:**

1. Investigative crimes where High School, Middle School and Elementary School students are either victims or suspects.
2. Issue necessary citations and warnings; complete original and follow up reports in a timely fashion.
3. Develop a working liaison between the Watertown Police Department and the Watertown High School, Middle School and Elementary Schools.
4. Promote liaison between other social agencies concerned with child welfare.
5. Provide instruction in the High School and Middle School relative to youth problems and services.
6. Develop proactive programs to identify, seek out and provide assistance to those students whose behavior may indicate a tendency to engage in delinquent or criminal behavior in the future.
7. Meet with students in an informal, non-authoritarian setting to discuss personal concerns related to home, school and community.
8. Meet with parents and students to discuss problems students are having at home, in school or in the community.
9. Assist school administrators in exercising disciplinary policy when students violate school rules, state laws or city ordinances.
10. At times, assist the school administration in the supervision of special school events and activities to enhance their orderly occurrence.
11. Provide liaison between schools and nearby businesses and residents.
12. Attend training programs and conferences to improve knowledge in work assignments.
13. Assist in budget preparation.
14. Supervise school grounds, and surrounding neighborhoods and businesses, where students may

- congregate, to control criminal and/or unruly juvenile activities in these areas.
15. Assist the Investigations and Uniform Services Division personnel in various tasks, as needed.
  16. Assist staff personnel in both the schools and Police Department in developing and implementing policies designed to deter delinquency and enhance the working relationship between the juveniles in the community and the Police Department.
  17. Develop and conduct classroom presentations based on student, teacher and Police Department requests and/or needs.

**Required knowledge, Skills, and Abilities:**

Bachelors degree preferred but not required; successful completion of entry-level probationary period with the Watertown Police Department and a minimum of two (2) years full-time service as a police officer with full police powers; an equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Educated and experienced in public speaking with good organizational skills and the ability to communicate both orally and in writing.
- Possess the ability to address diverse groups such as teachers, students, parents and community organizations.
- Have a suitable appearance that favorably represents the Watertown Police Department.
- Have a strong commitment to deal with youth concerns in the community before they become youth problems.
- Be a role model for impressionable young people.
- Self-motivated and able to work independently through established goals and timetables.
- Have high ethical and moral values.
- Have thorough knowledge of City, County and State governments as well as our judicial system.
- Be willing to train and develop as a professional in all areas which impact juveniles and their environment.
- Be willing to work varying hours to accommodate the requirements of the problems.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Police

Fund / Div / Dept [xx-xx-xx]: 52-11-10

Note: TAB through cells to enter data.

Position Title: Patrol Officer

Supervised by: Patrol Operations Captain

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Union contract

Step: Union contract

Annual wage: 63,947 Use 2024 pay table rate

Required benefits: 9,304

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 90,351

Add'l costs of hire: 9,995 List: Uniform allowance, vest, handgun&holster&arr

Savings due to hiring: Explain:

Total of Request: 100,346

Rationale for Need: Explain why the position is necessary.

We have not added personnel to our patrol team of 24 officers in over 20 years. In those two decades, the non-patrol workload duties for each officer has easily trippled, meaning our officers spend much less time conducting routine patrol, instead completing mandatory computer entry and paperwork. In those twenty years, the danger to our officers has increased significantly as well, as we deal with more serious criminal matters and people. For instance, we had NEVER had an officer involved shooting until four years ago, and we have now had three in the past four years, the most recent in 2023. In order to provide more safety to our officers in the form of available back-up, and to provide more service to our community in the form of routine patrol, I would like to increase our patrol staff by about 20% until we can afford to increase our minimum staffing from three to four (33% increase). My hope is to spread that increase over 5 years, one officer added per year, beginning in 2025.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Police

Fund / Div / Dept [xx-xx-xx]: 52-11-10

Note: TAB through cells to enter data.

Position Title: Patrol Officer / SRO

Supervised by: Patrol Operations Captain

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Union contract

Step: Union contract

Annual wage:	63,947	Use 2024 pay table rate
Required benefits:	9,304	
Est of ins premiums:	17,100	2024 premium rates
Compensation estimate:	90,352	

Add'l costs of hire: 9,995

Savings due to hiring: 45,176

List: Uniform allowance, vest, handgun&holster&arr

Explain: See below - 1/2 wage & benefits paid by WUSD

Total of Request: 55,171

Rationale for Need: Explain why the position is necessary.

The Watertown Unified School District (WUSD) is in agreement to add a School Resource Officer (SRO) who would provide law enforcement services to the Elementary Schools in Watertown. Currently our SRO at the Middle School attempts to provide those services while also working with the Middle School, and is not able to absorb that extra workload. The WUSD agrees to continue the same arrangement of covering half of the cost of that officer. Procedurally, we would be selecting one of our current officers to fill the SRO position, and then hiring a new patrol officer to fill that vacancy.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Fire

Fund / Div / Dept [xx-xx-xx]: 01-52-31-10

Note: TAB through cells to enter data.

Position Title: Captain - Inspector/CRR

Supervised by: Deputy Chief - Operations

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Contract

Step:

Annual wage: 93,000 Use 2024 pay table rate

Required benefits: 13,532

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 123,632

Add'l costs of hire: 15,000 List: Turnout Gear, Laptop, Phone, Uniforms

Savings due to hiring: - Explain:

Total of Request: 138,632

Rationale for Need: Explain why the position is necessary.

The department has been completing inspections for nearly 20 years. There are over 1700 inspectable occupancies that must be completed annually. Currently, inspections are under the Deputy Chief who is also in charge of EMS and operations. The department is considering taking over the application process for Fire protection systems and alarms, which is an added task. Completing inspections annually with the part time inspectors has proven to not be an effective or efficient use of personnel. There are duplications in costs (Phones/lpads/Unifoms) and their availability to work is limited due to their full time careers and other committments. This adddes to a delay in adequate response to business owners inquiries and consistency in answers. A dedicated full time inspector would bring greater attention to detail for site plan review, improved follow through on final inspections and reinspections and bring the desired order to managing all records for inspections. This position would also help to coordinate public outreach events and give a positive consistente message from the department to community businesses and citizens. Please see attached memo for additional information.



City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: Fire

Fund / Div / Dept [xx-xx-xx]: 01-52-31-10

Note: TAB through cells to enter data.

Position Title: Deputy Chief- EMS & Training

Supervised by: Fire Chief

FT or PT: FT

If PT, # of hours/week:

# of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Q

Step: 4

Annual wage: 94,120 Use 2024 pay table rate

Required benefits: 13,694

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 124,914

Add'l costs of hire: 125,000 List: Turnout Gear, Command Car, Laptop, Phone, u

Savings due to hiring: - Explain:

Total of Request: 249,914

Rationale for Need: Explain why the position is necessary.

This position was cut in early 2010's. 80% of our calls for service are for EMS incidents, and requires additional support in managing training, quality assurance and report management. The work required to appropriately manage the Service Director role and EMS operations of the department is enough to validate one full time chief officer position. This position also oversees Fire and new hire training for the department. This combined oversight will improve equity between both areas in training and allows for a more comprehensive EMS System. Currently the one Deputy Chief must oversee all EMS operations, Inspections and Operational work on the department which leaves many assignments left incomplete. Call volume has increased 33% since losing this position and the avearge years of experience for the departments EMS personnel has gone down, meaning more work must be done to oversee and develop skills and conduct quality assurance to ensure excellent service is provided. Please see attached memo for further information on this postion.

# WATERTOWN

---

## MEMO

TO: Finance Committee  
FROM: Tanya Reynen  
DATE: June 20, 2024  
RE: Personnel Request 2025

---

The Watertown Fire Department provides a comprehensive range of emergency services to the community. While the primary responsibilities include fire suppression, EMS, technical rescue and fire prevention/education, the ability and capacity of each responsibility is hindered due to workloads and employee bandwidth. There continues to be increases in call volumes, with on average 20% of calls being multiple calls for service at the same time. Calls are being mitigated and responded to, however upstream approaches within the department that focus on prevention and improved training which decreases patient and employee risk are not being addressed appropriately.

In 2008, the Watertown Fire Department had both an EMS Service Director Chief level position and a Training Chief position. The call volume was 1000 calls less per year than we run today and was a smaller response area. The department also had a full time Maintenance person. Over the years, these positions have been combined and cut down to one Deputy Chief position. While line staffing has improved to support emergency response, administratively where workload has been increasing, there has been little to no support or growth. The Department is in a continuous cycle of “getting by” which is not only unproductive and leads to burnout but is a risk to employees and the citizens. The following requests will start to address the department’s hinderance to grow, develop and become an organization that is more effective, efficient, and capable of providing services for the citizens of Watertown and the surrounding area. There is a new station and improved wages over the last contract, which we all appreciate, however there is a large amount of lost potential within our department without the appropriate administrative support. Ultimately the city must continue to support the department staffing needs as call volumes and mandated requirements for personnel increase.

Not included in this year’s budget request is additional firefighter/paramedics. In 2025, our department must focus on stabilizing the infrastructure so that we can recruit, retain and train staff that will serve our community. Ultimately, increasing minimum staffing to support adequately staffing the ladder and 2<sup>nd</sup> ambulance will be requested next year as call volumes continue to rise putting the city in a vulnerable position for fire protection.

For 2025, Watertown Fire Department is requesting the following staff additions in order of priority:

- 1) Fire Captain- Inspector/Community Risk Reduction Specialist
- 2) Deputy Chief- EMS/Training

Reasoning for each position is listed in the following:

1) Fire Captain- Inspector/Community Risk Reduction Specialist:

- This position would complete inspections, fire investigations and coordinate public education and relation activities.
- The department took over fire inspections 11 years ago and has yet to consistently complete all initial and re-inspections as required. When the building department stopped conducting inspections, they reduced staffing by 2 people. The fire department gained 0 staff.
- Many communities have a fee for fire inspections. If the city adopted this practice this position could be funded partially, if not fully. Fees could be per business, or per square foot for larger occupancies.
- The building department is interested in transferring fire protection and alarm applications over to the fire department to manage. This is an added task that needs attention to detail and oversight.
- Inspection report management has had various revisions over the years; however, issues persist including managing the city properties, occupancies and inspection records. The process for managing the department's inspections needs a full revamp, which will be an extensive project to undertake and requires constant oversight as occupancies change.
- Addressing the occupancy management will address the concern of missing businesses for inspections.
- We have 3 part-time positions available, however finding staff to fill these positions, and working the allotted hours is proving impossible. At least one position has been unfilled for some time since early 2024 with only one qualified applicant interviewed.
  - Part Time employees, while developing open and clear communication and schedules, still do not give businesses the access to accurate and timely responses to questions or issues. Many times, communication is delayed or risks not happening.
  - Part-Time employees can do the public-facing work of conducting inspections, but there is little to no support on the administrative side to develop a clear and consistent plan and management strategy.
  - Part Time employees- We have redundant time & costs associated with this model, 3 phones, 3 iPads, increased time communicating with them for scheduling and follow up.
  - Part Time employees' schedules usually cannot align with a reinspection timeline. While some can be scheduled to meet the reinspection timeline, often these just go uncompleted.
    - This decreases buy in from the businesses and invalidates the purpose of inspections. Effective change for a safer occupancy is delayed further.

2) Deputy Chief- EMS/Training

- 80% of our calls for service are for Emergency Medical Services. Currently, the Department has a Battalion Chief (Shift Chief) acting as the Service Director. This is a very serious role which relies on strong relationships with the State, Medical Control, Hospitals and more. A Service Director is responsible for overseeing licenses for all staff, quality assurance, training, reporting, supplies and more. Relieving this Battalion Chief from the role of Service Director will allow them to oversee the crew operations, improve shift operations and decrease comp time requests, allowing them to stay on shift more.
- The Current Deputy Chief of Operations is where the "EMS Chief" and "Training Chief" roles would fall when staffed. As observed over the last few years, this is a job description that asks one person to be three people in one. With the city's emphasis on creating a workplace where people want to come here to work,

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060 • Fax: 920.262.4042

*Opportunity Runs Through It*

managing an employee's workload is something within our control to improve employee satisfaction. As noted in previous budget requests, this position has been unable to adequately manage both emergent issues and oversee the visionary & planning work necessary. An example is focusing on inspections, so we do not lose 2% dues but were then unable to oversee EMS or conduct proper training for the organization at the same time.

- Having a dedicated Deputy Chief of EMS/Training will allow the department to have a more comprehensive and inclusive training program that ensures training on all aspects of the job is completed. This will also ensure that a paramedic is heading up EMS training and has the proper training and background to oversee all aspects of department training and EMS operations.
  - Paramedics are required to have 60+ hours of training every licensure cycle. Hiring out a third party to conduct training to meet these needs will have a significant cost in Overtime for staff to attend off duty, or increased cost to have an instructor come multiple times per topic. This also does not give the crews adequate personalized training for Watertown operations, weaknesses of our staff or needs of our patients.
  - A training plan has been outlined for crews to train on broad categories of topics that are custom to their crew's needs, however this opens an additional area of concern as far as *consistency, quality of training and growth in knowledge*.
- A strong Quality Assurance program is a missing element in our current operations. Working with the hospital and medical control has allowed for some, however there are many inefficiencies and issues that are not being caught or addressed properly. Crews are receiving little to no feedback on patient care currently. Line staff are begging for more feedback and information so they can continue to improve.
- Having improved oversight and documentation of the department's training and activities will reflect positively in our ISO and 2% dues audits. All of which have an impact on the budget for the city, and our citizens costs.
- Having an EMS/Training Officer in place allows for more training opportunities for our department to host or offer to surrounding departments. This not only improves staff capability & retention but also improves community exposure. All of which can help decrease the impact on the city budget and increase recruitment efforts. The new station, along with this staffed position will be a catalyst for this opportunity to be realized.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Department: DPW Street/Solid Waste

Fund / Div / Dept [xx-xx-xx]: 16-58-16-10 or split with 16-58-16-10 & 01-54-31-10

Position Title: General Laborer

Supervised by: Stacy Winkelman

FT or PT: FT

If PT, # of hours/week:

# of months:

Note: TAB through cells to enter data.

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: G

Step: One-Two (One if come in w/ no CDL, Two if come in w/ CDL)

Annual wage: 46,696

Required benefits: 6,794

Est of ins premiums: -

Compensation estimate: 53,490

Add'l costs of hire: 2,800

Savings due to hiring:

Total of Request: 56,290

List: If CDL School is required

Explain:

Rationale for Need: Explain why the position is necessary.

With the re-organization of leadership in this division, an employee was moved from the general work crew to administration. The former Public Works Director had planned to include this position in the 2024 budget under storm water, but it was never filled. As a result, we have been operating with one less person since the re-organization. This has been extremely difficult, especially through the winter months. There is the exact number of people who are needed for a plowing operation - that means if someone is on vacation (we allow up to two off at a time during winter season) or if someone is out on medical we are short. We have had supervisors on call come in when they are not on call so the one who was scheduled could plow. We had to use mechanics to plow, which is not ideal as they are inexperienced in this area. We also had to combine routes which ultimately lead to more overtime or leave some areas untouched (alleys) until the next shift. On the other side, we are over three months in to good weather season and have not had the staff to start our catch basin cleaning program that we had hoped to start this year.

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City Watertown
Job Title	Wastewater Maintenance and Facilities Foreman	Work Location	800 Hoffmann Drive Watertown, Wisconsin
Department	Wastewater Utility	Division	Wastewater
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES &amp; RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.*) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Coordinates and participates in the 24-hours a day/7-days a week/365-days a year emergency on call schedule including holidays, & weekends.	D / N	
<u>Maintenance responsibilities include:</u> Coordination and supervision of all scheduled and unscheduled maintenance and repairs of the process equipment (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.) fleet vehicles (pickup trucks, crane truck, sewer jet/vac truck, television truck, skid steer), generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment), all electrical power distribution and instrumentation control systems and in place, and all buildings and grounds at the wastewater treatment plant complex, which also includes the pumps and controls for the 18 sanitary sewer collection system lift stations. Performs welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Training of co-workers and other staff for the above listed responsibilities. Included with this is also the daily supervision of the other maintenance operators on their various job assignments.	D	65
<u>Asset management responsibilities include:</u> Review, update and keeper of operational and maintenance (O&M) manuals for all equipment, development (creation of), closure of all work orders and procedures for equipment including electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the asset management program Fiix. Training of co-workers and other staff of the above listed responsibilities.	D	10
<u>Training Coordination:</u> reviews, updates, and oversight with the wastewater utility safety program. This includes electronic and paper copies for the following: The Control of Hazardous Energy (lock out tag out) (175 total Hazard Energy procedures), bloodborne pathogens, confined space entry, electrical safety, emergency action & fire prevention, excavation, hazard communication, hearing conservation, safety data sheets (chemicals on-site), and personal protective equipment.	Q	10
Performs routine wastewater plant operations which includes collecting and preserving samples, laboratory analysis and testing, plant process analysis and operational adjustments and use of the SCADA control system.	M / N	2.5
Performs routine lift station operational checks, programming, cleaning, and maintenance scheduling.	W	2.5



Provides the primary back-up operation of the customized sanitary sewer camera equipment and truck, sewer high pressure jetter and hydro-vac truck, sewer rodder machine, and electronic locating equipment.	N	Section 3, Item G. 2.5
Coordinates snow removal and all associated equipment maintenance required for that equipment.	N	2.5
Assist with plant operator and other co-workers when needed for back-up and scheduling conflicts.	N	2.5
An understanding of the traffic control and use of hand signals to direct equipment operator in digging around utilities. Setup and maintain safe construction work zones and direct traffic.	N	2
Up to date knowledge of technology used including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, GIS mapping database, and much more that can't adequately be listed.	D	.5

SECTION 3	TOOLS AND TECHNOLOGY
Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:	
Responsible for the scheduled and unscheduled maintenance to all heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex sewer system mapping interpretation which includes elevations and flow pattern readings. Infrastructure Technologies pipe software is in use for electronic recording of the sanitary sewer pipe video inspections – this integrates into the GIS mapping platform. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment – there are too many different electrical components (old and obsolete and new) to list.	

SECTION 4		JUDGMENTS / DECISION-MAKING	
Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.			
Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determination of how and when plant equipment is in need of repair or replacement.	Research and understand the equipment life cycles to schedule proactively instead of reactively however, in this field you need to plan for the unexpected with a back up to the back up plan. Costs to repair vs costs to replace are evaluated.	Equipment operation and repair manuals, equipment sales representatives, internet searches, networking with other wastewater people.	Assistant Manager / Manager
Determination of preventative	Research and understand the equipment life	Asset management	Assistant Manager / Manager



maintenance procedures and schedules for plant equipment maintenance and or replacement.	cycles to schedule proactively instead of reactively however, in this field you need to plan for the unexpected with a back up to the back up plan. Costs to repair vs costs to replace are evaluated.	software system.	
Adjusting set points and controls of the process equipment (levels, timers, pump speed, process intervals, equipment rotations)	Research and understanding of the plant process and equipment cycles needed to adjust as needed in real time.	Equipment operation and control manuals, visual, smell, hearing, lab testing results, on the job experience	Assistant Manager / Manager
Ability to apply situational reasoning	Exercise judgment, decisiveness and creativity in situations involving the evaluation of information and sensory criteria.	On the job experience, common sense, co-workers, human brain	Assistant Manager / Manager
Ability to evaluate laboratory testing results and apply to plant process equipment as needed for performance of operations.	Research and understanding of the plant process and equipment cycles needed to adjust as needed in real time.	On the job experience, common sense, co-workers, human brain	Assistant Manager / Manager
Working with general public	Communication of responsibility with property and equipment	People skills	Assistant Manager / Manager
Inter-crew discipline issues	Communication and direction	People skills	Assistant Manager / Manager
Sewer system and collections lift station systems failure / or sewer back-ups	Review maps and communicate with other departments to isolate problem	People skills / communication with co-workers / electronic devices	Assistant Manager / Manager

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Plant maintenance operators	Verbal in person and over phone or CB radio.	To communicate daily assignments and other issues that arise daily that changes the planned schedule of daily duties.
Plant operator	Verbal in person and over phone or CB radio.	To communicate issues that may affect plant performance or scheduling of daily duties.

Wastewater Collections crew leader	Verbal in person and over phone or CB radio.	To communicate issues with equipment or coll operations that affect this person's daily duties.
Laboratory manager	Verbal in person and over phone or CB radio.	To communicate issues that may affect plant performance or scheduling of daily duties.
Manager and Assistant Manager	Verbal in person and over phone or CB radio.	To communicate status of equipment and staffing assignments or issues in buildings and process conditions so as to keep everyone in the loop on status of all that goes along with the maintenance of assets.
City Watertown Streets Dept. & Maintenance Personnel	Verbal in person and over phone or CB radio.	Notify and/or work with this division on necessary repairs to storm and sanitary facilities affected by sewer main repairs.
Engineering & GIS	Verbal in person and over phone or CB radio.	Work with technicians on pipe elevations, curb & gutter and sidewalk grades, sanitary lateral record data, ArcGIS record information
Contractors	Verbal in person and over phone or CB radio.	Provide support and assistance when private contractor is working on repairs or installation of equipment or has problem with any sewer facility matter of importance.
Plumbers	Verbal in person and over phone or CB radio.	Communication for services / homeowner problems
General public	Verbal in person and over phone or CB radio.	Notification of disruption to sewer lift stations, sewer service during a blockage / break or scheduled utility repair.
Water Billing Clerk / Personnel	Verbal in person and over phone or CB radio.	Prepare and assist annual inventory

**SECTION 6****SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
<b>Screen / Interview Applicants</b> (screening applicants with manager and supervisor)			<b>X</b>
<b>Hire / Promote Employees</b>		<b>X</b>	
<b>Provide Written/Verbal Warnings</b> (on the active job site safety concern or violation)	<b>X</b>		
<b>Suspend Employees</b>		<b>X</b>	

Terminate Employees		X	
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others			X
Counsel Employees			X
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees?	X		
<b>Job Title</b>	<b># of FTEs</b>		
Maintenance operator(s) Now one for wastewater and one for water	2		

**SECTION 7****WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds			X	
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X

<b>Outdoor Weather Conditions</b>				
<b>Hazardous Fumes or Odors / Toxic Chemicals</b>			<b>X</b>	
<b>Confined Spaces (as identified by OSHA)</b>			<b>X</b>	
<b>Close Proximity to Moving Machinery / Equipment</b>				<b>X</b>
<b>Bodily Fluids / Communicable Diseases</b> (this person is exposed to raw sanitary sewer on a daily basis as part of this job)				<b>X</b>
<b>Working Alongside Moving Traffic on Roads</b>			<b>X</b>	
<b>Electrical Hazards</b>				<b>X</b>

**SECTION 8****ADDITIONAL EMPLOYEE COMMENTS**

Please identify any other information that would help someone else understand your job more clearly:

Maintaining the wastewater treatment plant, collection system, and lift stations and all the associated equipment to peak performance and readiness so that the city complies with state issued permits and protects citizens from any dangers from failures to our systems. Operate the plant and do testing of wastewater on assigned weekends and holidays to comply with governmental standards. The Wastewater Maintenance and Facilities Foreman oversees the job site and direction of the other maintenance operators. This employee displays a high level of workmanship and pride in minimizing interruptions and inconveniences to the business, industry, and citizens of the City Watertown.

This position has all plant process equipment, lift stations, mechanical equipment, and structural parts of the plant. The degree of accountability to have a correct preventative maintenance program / procedures and timely/ appropriate repairs to equipment has a direct impact on our plant effluent, permit, and public health. The responsibility of this position to achieve this is carried out independently under general direction of the Water Systems Manager Wastewater.

This position has a widely varied workload involving many multifaceted and substantial variables, requiring analytical ability and inductive thinking in adapting policies, techniques, and methods to fit unusual and complex situations. The work environment has several unpleasant elements that are regularly present and objectionable. It contains exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness, or loss of life. The wastewater maintenance and facilities foreman needs to use interpret and/or create technical manuals, sewer and water distribution maps, mechanical drawings, architectural drawings, and electrical drawings. To have a working knowledge to operate welding equipment (mig, torch, stick, tig, plasma), tool & die equipment (lathe, milling, drilling), fabrication equipment (dies, press, rollers), collection system equipment (jet/vac, rodder, TV inspection), wastewater process equipment (pumps, boilers, blowers, screens, clarifiers, mixers, centrifuge, UV disinfection), Electrical (Programmable logic control (PLC's), variable frequency drives (VFD's), relay logic), vehicles (minivan to heavy trucks) and heavy equipment, generators, and portable engine driven pumps. To have the knowledge to use computers and human interfaces to retrieve and enter data in software and equipment i.e. standard office software, plant SCADA (supervisory control and data acquisition), lift station SCADA, Fiix asset management, Metasys HVAC (heating, ventilation, air conditioning) control, PLC's, VFD's, and manufacturer's specific control panels. To have the ability and the knowledge to do plant operations, to analyze data, to perform lab analysis, to do mathematical problems and to utilize the results using standardized methods and apply them to plant processes.

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

**Judgment and Situational Reasoning Ability:** Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of specialized process equipment and controls only used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- Rotating on call 24/7/365 with crew and other staff in Wastewater Dept.
- Common sense / detail orientated.
- Ability to work under extreme conditions with accuracy.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.

## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

Section 3, Item G.

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Peter A. Hartz	Supervisor Title	Water Systems Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")		Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	X
	Associate's Degree (or Equivalent)	X
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	X
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
<b>Training required</b> - electrical repair and print reading, NFPA 70E arc flash, confined space entry, welding and fabrication, machine shop/tool and die, computer, mechanical repair, wastewater operations, and wastewater lab analysis  <b>Licenses required</b> - Class "B" Commercial Driver License with endorsements is required CPR/first aid, and forklift operator.  Wisconsin Department of Natural Resources wastewater operator certifications are desired or may be required at the discretion of the manager.		

**SECTION 11****TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

**Five years of heavy equipment experience 2 of which were in a supervisory capacity preferred and/or required.****SECTION 12****CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Commercial Driver's License	Wisconsin DOT written and road test	No	Yes (6 months)
Confined Space Entry certificate	OSHA approved in person training	No	Yes (6 months)
Electrical repair training / arc flash training	OSHA approved in person training	No	Yes (1 year)
Forklift operator certification	OSHA approved in person training	No	Yes (1 year)
First Aid and CPR certification	OSHA approved in person training	No	Yes (1 year)
Advanced Wastewater Operator Certification Subclasses: A1, B, C, P, D, and SS	Written exam, experience, and education	No	Yes
Continuing education – 18 hours – every three years	State approved training classes	No	Yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

According to Wisconsin State Statutes §281.17 - Water quality and quantity; specific regulations, and Wisconsin Administrative Codes NR 114; Certification Requirements for Waterworks, Wastewater Treatment Plant, Septage Servicing And Water System Operators. This code lists the required grades for the operation of wastewater treatment plant in NR 114.13 - Operator-in-charge designation, NR 114.28 – Definitions (manager not to be operator-in-charge), NR 114.22 - Certificate renewals, and NR 114.23 - Continuing education and training requirements. This pertains to the Wastewater Maintenance and Facilities Foreman certification grade requirement. **Employer pays for exam and continuing education which is required per Wisconsin Administrative Code(s) NR 114.10, NR 114.12, NR 114.13, NR 114.23, & NR 114.28.**

**SECTION 13****SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	<p><i><b>This job is now being proposed to include oversight of the maintenance needs for the water utility in addition to all the wastewater facility needs. This will include the following new assets, in addition to supervising the water operator 1; 9 well pumping stations, 3 drinking water treatment plants which include all the preliminary filter treatment equipment, post filter treatment equipment, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, etc.) This position exercises considerable independence of judgment for the water system planning, scheduling, and operations of the Watertown Waters 3 Utility treatment plants and source water pumping system to ensuring the safe and efficient operation of the facilities to ensure proper operation of a safe drinking water supply system in accordance with State and Federal standards. This also will include oversight and responsibility for the scheduled and unscheduled maintenance to all heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery owned by the water utility.</b></i></p> <p>Would also need to Obtain and maintain a Wisconsin Department of Natural Resources Waterworks Operator Certification Subclasses: Groundwater (G), Distribution (D), &amp; Iron Removal (I). Wisconsin Department of Safety and Professional Services Cross Connection Control Device Tester certification, and a commercial driver's license as needed or if requested by the Water Systems Manager.</p>

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14****SUPERVISOR INFORMATION**

Administrative Designee Name		Administrative Designee Title	
------------------------------	--	-------------------------------	--

**SECTION 15****ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition




# CITY OF WATERTOWN - POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE: September 3, 2020**

**Title:** Wastewater Maintenance & Facilities Foreman      **Department:** Wastewater Utility  
**Pay Grade:** Grade M      **FLSA Status:** Non-Exempt

## **General Summary:**

Responsible for maintaining the wastewater treatment plant, collection system, and lift stations and all the associated equipment to peak performance and readiness so that the city complies with state issued permits and protects citizens from any dangers from failures to our systems. The Wastewater Maintenance and Facilities Foreman oversees the job site and direction of the other maintenance operators. This employee displays a high level of workmanship and pride in minimizing interruptions and inconveniences to the business, industry, and citizens of the City Watertown.

This position oversees the functionality of all plant process equipment, lift stations, mechanical equipment, and structural parts of the plant. The degree of accountability to have a correct preventative maintenance program /procedures and timely/appropriate repairs to equipment has a direct impact on our plant effluent, permit, and public health.

## **Reporting Responsibility :**

The responsibility of this position to achieve this is carried out independently under general direction of the Water Systems Manager Wastewater. Tasks require the exercise of unlimited independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation.

## **Specific Accountabilities:**

- **Maintenance responsibilities include:** Coordination and supervision of all scheduled and unscheduled maintenance and repairs of the process equipment (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.) fleet vehicles (pickup trucks, crane truck, sewer jet/vac truck, television truck, skid steer), generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment), all electrical power distribution and instrumentation control systems and in place, and all buildings and grounds at the wastewater treatment plant complex, which also includes the pumps and controls for the 18 sanitary sewer collection system lift stations. Performs welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Training of co-workers and other staff for the above listed responsibilities. Included with this is also the daily supervision of the other maintenance operators job assignments.
- **Asset management responsibilities include:** Review, update and keeper of operational and maintenance (O&M) manuals for all equipment, development (creation of), closure of all work orders and procedures for equipment including electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the asset management program Fiix. Training of co-workers and other staff of the above listed responsibilities.

- **Training Coordination:** reviews, updates, and oversight with the wastewater utility safety program. This includes electronic and paper copies for the following: The Control of Hazardous Energy (lock out tag out) (175 total Hazard Energy procedures), bloodborne pathogens, confined space entry, electrical safety, emergency action & fire prevention, excavation, hazard communication, hearing conservation, safety data sheets (chemicals on-site), and personal protective equipment.
- Performs routine wastewater plant operations which includes collecting and preserving samples, laboratory analysis and testing, plant process analysis and operational adjustments and use of the SCADA control system.
- Coordinates and participates in the 24-hours a day/7-days a week/365-days a year emergency on call schedule including holidays, & weekends.
- Performs routine lift station operational checks, programming, cleaning, and maintenance scheduling.
- Provides the primary back-up operation of the customized sanitary sewer camera equipment and truck, sewer high pressure jetter and hydro-vac truck, sewer rodder machine, and electronic locating equipment.
- Coordinates snow removal and all associated equipment maintenance required for that equipment.
- Assist with plant operator and other co-workers when needed for back-up and scheduling conflicts.
- An understanding of the traffic control and use of hand signals to direct equipment operator in digging around utilities. Setup and maintain safe construction work zones and direct traffic.
- Up to date knowledge of technology used including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, GIS mapping database, and much more that can't adequately be listed.

### **Tools and Technology:**

Responsible for the scheduled and unscheduled maintenance to all heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex sewer system mapping interpretation which includes elevations and flow pattern readings. Infrastructure Technologies pipe software is in use for electronic recording of the sanitary sewer pipe video inspections – this integrates into the GIS mapping platform. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment – there are too many different electrical components (old and obsolete and new) to list.

### **Knowledge, Skills, Judgment and Situational Reasoning Ability:**

This position has a widely varied workload involving many multifaceted and substantial variables, requiring analytical ability and inductive thinking in adapting policies, techniques, and methods to fit unusual and complex situations. The work environment has several unpleasant elements that are regularly present and objectionable. It contains exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness, or loss of life.

- Ability to use interpret and/or create technical manuals, sewer and water distribution maps, mechanical drawings, architectural drawings, and electrical drawings.
- Working knowledge to operate welding equipment (mig, torch, stick, tig, plasma), tool & die equipment (lathe, milling, drilling), fabrication equipment (dies, press, rollers), collection system equipment (jet/vac, rodder, TV inspection), wastewater process equipment (pumps, boilers, blowers, screens, clarifiers, mixers, centrifuge, UV disinfection), Electrical (Programmable logic

control (PLC's), variable frequency drives (VFD's), relay logic), vehicles (minivan to heavy and heavy equipment, generators, and portable engine driven pumps.

- Knowledge to use computers and human interfaces to retrieve and enter data in software and equipment i.e. standard office software, plant SCADA (supervisory control and data acquisition), lift station SCADA, Fiix asset management, Metasys HVAC (heating, ventilation, air conditioning) control, PLC's, VFD's, and manufacturer's specific control panels. To have the ability and the knowledge to do plant operations, to analyze data, to perform lab analysis, to do mathematical problems and to utilize the results using standardized methods and apply them to plant processes.
- Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge of specialized process equipment and controls only used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- Rotating on call 24/7/365 with crew and other staff in Wastewater Dept.
- Common sense / detail orientated.
- Ability to work under extreme conditions with accuracy.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

**License / Training:**

- State of Wisconsin; Regular Driver License, and a Class "B" Commercial Driver License.
- Wisconsin Department of Natural Resources Advanced Wastewater Operator Certification  
Subclasses: A1, B, C, P, D, and SS
- WDNR Continuing education – 18 hours – every three years
- Confined Space Entry certificate
- Forklift operator certification
- First Aid and CPR certification
- Electrical repair and print reading
- NFPA 70E arc flash
- Welding and fabrication, machine shop/tool and die

# Job Description Questionnaire

Section 3, Item G.

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City Watertown
Job Title	Wastewater Operator I	Work Location	800 Hoffmann Drive Watertown, Wisconsin
Department	Public Works - Wastewater Department	Division	Wastewater Utility
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES &amp; RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Participates in the 24-hours a day/7-days a week/365-days a year emergency on call schedule including holidays, & weekends with co-workers; with pay and a City issued mobile phone.	D / N	
<u>Plant operation responsibilities include:</u> Controlling, monitoring, and operating the plant equipment with hands on for all process equipment in each of the following areas: Raw pumping station, preliminary treatment, primary treatment, biological activated sludge basins (live organisms), secondary treatment, final clarification, effluent disinfection, anaerobic digestion, sludge handling/processing, centrifuge and dewatering, polymer mixing system, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.); also includes an understanding of operations for the crane truck, sewer jet/vac truck, television truck, skid steer, generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment). An understanding of how to run all electrical power distribution and instrumentation control systems and in place at all buildings and grounds at the wastewater treatment plant complex, which includes the pumps and controls for the 18 sanitary sewer collection system lift stations.	D	35
<u>Maintenance responsibilities include:</u> Complete all scheduled and unscheduled maintenance and repairs of the process equipment (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.) fleet vehicles (pickup trucks, crane truck, sewer jet/vac truck, television truck, skid steer), generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment), all electrical power distribution and instrumentation control systems and in place, and all buildings and grounds at the wastewater treatment plant complex, which also includes the pumps and controls for the 18 sanitary sewer collection system lift stations. Performs welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Training of co-workers and other staff for the above listed responsibilities.	D	35
<u>Laboratory and Process Control - Testing:</u> Perform wastewater sampling collection in the following areas: Influent Flow, Primary Effluent Flow, aeration basin (activated sludge), final effluent flow, other in plant processes and industrial discharges to the sanitary sewer. Perform process related lab tests in accordance with established procedures as needed.	D	5

Tests include MLSS, suspended solids, dissolved oxygen, pH testing, nitrate testing, mixed liquor (organic mass), return activated sludge concentrations, waste activated sludge concentrations, sludge volume index (SVI), biosolids cake and centrate solids, and microscopic evaluation of the living organism concentrations and species present.		
<u>Safety training review:</u> keep up to date and review and provides recommend improvements to the wastewater utility safety program. This includes electronic and paper copies of work performed for the following: The Control of Hazardous Energy (lock out tag out) (175 total Hazard Energy procedures), bloodborne pathogens, confined space entry, electrical safety, emergency action & fire prevention, excavation, hazard communication, hearing conservation, safety data sheets (chemicals on-site), and personal protective equipment.	Q	5
<u>Back-up responsibilities:</u> Is the primary back-up person when needed for scheduling time off requests, the secondary back-up operation of the customized sanitary sewer camera equipment and truck, sewer high pressure jetter and hydro-vac truck, sewer rodder machine, and electronic locating equipment.	N	5
<u>Supervisory Control and Data Acquisition (SCADA):</u> Monitoring the main plant during and after normal business hours with the on-call system via tablet or cell phone. Storm events cause massive increases in flow and change plant conditions and sanitary station levels so the SCADA computer is used to investigate alarm conditions in the plant to ensure that corrective actions are taken in a timely manner; often immediately based on level of emergency.	D /N	5
<u>Asset management responsibilities include:</u> Review, and update to operational and maintenance (O&M) manuals for all equipment, development (creation of), closure of all work orders and procedures for equipment including electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the asset management program Fiix.	W	2.5
<u>Plant Process Equipment Records:</u> Performs routine lift station operational checks, programming, cleaning, and maintenance work. Review, update and keeper of operational logs used for scheduled and unscheduled maintenance requests for all equipment including electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the asset management program Fiix.	W	2.5

## SECTION 3

## TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Computer knowledge and understanding of input/export of data into tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blueprint interpretation, complex sewer facilities mapping interpretation which includes elevations and flow pattern readings. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment – there are too many different electrical components (old and obsolete and new) to list. Up to date knowledge of all software programs in use and the ever changing technology used for plant operations including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, GIS mapping database, and much more that can't adequately be listed.

**SECTION 4****JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determination of how and when to change plant process parameters or select plant equipment to place in or take out of operation to keep plant performance optimized / maximized.	Research and understand the organic organisms living in the activated sludge basin by microscopic evaluation. Ability to evaluate laboratory testing results	Equipment operation environmental conditions internet searches, networking with other wastewater people.	Wastewater Operations Foreman
Determination of preventative maintenance procedures and schedules for plant equipment maintenance and or replacement.	Research and understand the equipment life cycles to schedule proactively instead of reactively.	Asset management software system.	Maintenance & Facilities Foreman
Adjusting set points and controls of the process equipment (levels, timers, pump speed, process intervals, equipment rotations)	Research and understanding of the plant process and equipment cycles needed to adjust as needed in real time.	Equipment operation and control manuals, visual, smell, hearing, lab testing results, on the job experience	Wastewater Operations Foreman
Ability to apply situational reasoning when problems arise unexpectedly without any explanation or reasonable cause that may affect the permit discharge limits.	Exercise judgment, decisiveness and creativity in situations involving the evaluation of information and sensory criteria.	On the job experience, common sense, co-workers, human brain	Assistant Manager / Manager
Treatment plant or other process system failure or equipment or electrical problem.	Respond to site and review problem to determine if it is electrical or equipment related. Attempt corrective action if able or call in outside support or help.	People skills / communication with co-workers / electronic devices, on-the job experience.	Maintenance & Facilities Foreman

**SECTION 5****WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Plant maintenance foremen and/or operators	Verbal in person and over phone or CB radio.	To communicate a need for equipment or process issues that arise daily that may need to be addressed with a work order – some may be emergencies.
Relief plant operator (formerly the buildings and grounds worker)	Verbal in person and over phone or CB radio.	To coordinate back-up plant operations or jobs needing completion or assistance performing daily duties.
Wastewater Collections crew	Verbal in person and over phone	To communicate issues with equipment or collections operations that affect



leader	or CB radio.	this person's daily duties.
Laboratory manager	Verbal in person and over phone or CB radio.	To communicate issues that may affect plant performance or scheduling of daily duties.
Manager and Assistant Manager	Verbal in person and over phone or CB radio.	To communicate status of equipment and staffing assignments or issues in buildings and process conditions so as to keep everyone in the loop on status of all needed to continue peak plant performance for discharge permit.
City Watertown Streets Dept. & Maintenance Personnel	Verbal in person and over phone or CB radio.	Notify and/or work with this division on necessary for extreme weather events to obtain support and emergency pumps and controls.
Engineering & GIS	Verbal in person and over phone or CB radio.	Work with technicians on plant process needs or modifications, or corrections to plans or equipment.
Contractors	Verbal in person and over phone or CB radio.	Provide support and assistance when private contractor is working on repairs or installation of equipment or has problem with any sewer facility matter of importance.
Plumbers	Verbal in person and over phone or CB radio.	Communication for issues in the facilities where needed to correct problems.
General public	Verbal in person and over phone or CB radio.	Notification of problems with treated wastewater discharged to the receiving waters of the State.
Water Billing Clerk / Personnel	Verbal in person and over phone or CB radio.	Prepare and assist annual inventory

**SECTION 6****SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings (on the active job site safety concern or violation)	X		
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others	X		
Project Management			X

Provide Work Direction For Others	X		
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies			X
Do you <u>directly</u> supervise any employees?		X	
Job Title	# of FTEs		

**SECTION 7****WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds			X	
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals				X
Confined Spaces (as identified by OSHA)			X	

<b>Close Proximity to Moving Machinery / Equipment</b>				
<b>Bodily Fluids / Communicable Diseases</b> (this person is exposed to raw sanitary sewer wastewater on a daily basis as part of this job)				<b>X</b>
<b>Working Alongside Moving Traffic on Roads</b>			<b>X</b>	
<b>Electrical Hazards</b>				<b>X</b>

**SECTION 8****ADDITIONAL EMPLOYEE COMMENTS**

Please identify any other information that would help someone else understand your job more clearly:

This position is a hands on job with a unique skill set hard to find. Responsible for all technical, skilled, and manual work needed for the maintenance of the pumps, equipment and controls in use for the wastewater plant. The maintenance requirements are critical to the City to obtain peak performance and readiness so that the city complies with state issued permits and protects citizens from any dangers from failures to our wastewater treatment plant discharge and systems. The Wastewater Operator I oversees the carries out all maintenance requirements for the plant operations and collection system pumps and controls. This employee displays a high level of workmanship and pride in minimizing interruptions and inconveniences to the business, industry, and citizens of the City Watertown by optimized plant performance to meet the state and federal discharge standards.

This position understands all how to operate the plant process equipment, and structural parts of the plant (run, adjust, modify, fix equipment, interpret lab results). The degree of accountability to have a peak optimized wastewater treatment plant / procedures and timely/ appropriate repairs to equipment has a direct impact on our plant effluent, permit, and public health. May need to perform welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Must train co-workers and other staff for the above listed responsibilities. The responsibility of this position to achieve this is carried out under general direction of the Wastewater Maintenance and Facilities Foreman.

This position has a widely varied workload involving many multifaceted and substantial variables, requiring analytical ability and inductive thinking in adapting policies, techniques, and methods to fit unusual and complex situations. The work environment has several unpleasant elements that are regularly present and objectionable. It contains exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness, or loss of life. The wastewater operator I needs to use and interpret technical manuals, sewer distribution maps, mechanical drawings, architectural drawings, and electrical drawings. To have a working knowledge to operate welding equipment (mig, torch, stick, tig, plasma), collection system equipment (jet/vac, rodder, TV inspection), wastewater process equipment (pumps, boilers, blowers, screens, clarifiers, mixers, centrifuge, UV disinfection), Electrical (Programmable logic control (PLC's), variable frequency drives (VFD's), relay logic), vehicles (minivan to heavy trucks) and heavy equipment, generators, and portable engine driven pumps. To have the knowledge to use computers and human interfaces to retrieve and enter data in software and equipment i.e. standard office software, plant SCADA (supervisory control and data acquisition), lift station SCADA, Fiix asset management, Metasys HVAC (heating, ventilation, air conditioning) control, PLC's, VFD's, and manufacturer's specific control panels. To have the ability and the knowledge to analyze data, to perform lab analysis, to do mathematical problems and to utilize the results using standardized methods and apply them to plant processes.

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

**Judgment and Situational Reasoning Ability:** Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of specialized process equipment and controls only used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- Rotating on call 24/7/365 with crew and other staff in Wastewater Dept.
- Common sense / detail orientated.
- Ability to work under extreme conditions with accuracy.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.

## TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

Section 3, Item G.

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Peter A. Hartz	Supervisor Title	Water Systems Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")		Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	X
	Associate's Degree (or Equivalent)	X
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	X
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
<b>Training required</b> - electrical repair and print reading, NFPA 70E arc flash, confined space entry, welding and fabrication, computer, mechanical repair, wastewater operations, and wastewater lab analysis  <b>Licenses required</b> - Class "B" Commercial Driver License with endorsements is required CPR/first aid, and forklift operator.  Wisconsin Department of Natural Resources wastewater operator certifications are desired or may be required at the discretion of the manager.		

**SECTION 11****TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Recommended requirements include: Graduation from a two-year specialized training program in wastewater maintenance and treatment including laboratory procedures and an internship at a wastewater treatment facility or equivalent training and experience. Must possess a valid Wisconsin Driver's License. **Five years of equipment and controls maintenance experience, or closely related job in the utilities field preferred and/or required. That is further defined as follows:** considerable knowledge of mechanical equipment used in a wastewater treatment plant, knowledge of chemical and biological processes taking place in a wastewater treatment plant, considerable ability to operate SCADA computer and related software and interpret operating feedback data and to regulate equipment controls to produce the required results, considerable ability to identify equipment malfunctions and to report and/or correct such malfunctions, considerable knowledge of work hazards and safe work practices and the ability to consistently apply that knowledge in the performance of the work, ability to safely and effectively operate a variety of plant related equipment and vehicles, considerable ability to read, understand and apply work related equipment O&M and laboratory manuals, Ability to efficiently clean and maintain equipment and work areas in accordance with established standards and schedules, Ability to perform confined space entry work and wear SCBA equipment may also be necessary.

**SECTION 12****CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Commercial Driver's License	Wisconsin DOT written and road test	No	Yes (6 months)
Confined Space Entry certificate	OSHA approved in person training	No	Yes (6 months)
Electrical repair training / arc flash training	OSHA approved in person training	No	Yes (1 year)
Forklift operator certification	OSHA approved in person training	No	Yes (1 year)
First Aid and CPR certification	OSHA approved in person training	No	Yes (1 year)
Advanced Wastewater Operator Certification Subclasses: A1, B, C, P, D, and SS	Written exam, experience, and education	No	Yes
Continuing education – 24 hours – every three years	State approved training classes	No	Yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

According to Wisconsin State Statutes §281.17 - Water quality and quantity; specific regulations, and Wisconsin Administrative Codes NR 114; Certification Requirements for Waterworks, Wastewater Treatment Plant, Septage Servicing And Water System Operators. This code lists the required grades for the operation of wastewater treatment plant in NR 114.13 - Operator-in-charge designation, NR 114.28 – Definitions (manager not to be operator-in-charge), NR 114.22 - Certificate renewals, and NR 114.23 - Continuing education and training requirements. This pertains to the Wastewater Maintenance and Facilities Foreman certification grade requirement. **Employer pays for exam and continuing education which is required per Wisconsin Administrative Code(s) NR 114.10, NR 114.12, NR 114.13, NR 114.23, & NR 114.28.**

**SECTION 13****SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	<p>This job as a wastewater operator I is a combination of a wastewater intermediate operator, and wastewater maintenance worker combined, and now would assist with similar jobs in the water department. Those duties include the following new assets which include; This position uses a mixed trade skill set with plumbing and electrical as well as general carpentry and heavy equipment operations needed for reliable operations of 9 high capacity drinking water wells, 3 drinking water treatments plants, and 5 water storage structures that are critical for the 120 miles of water main, 1,380 hydrants, 2,555 valves and 7,658 customer services. This employee displays a high level of workmanship and pride in supplying safe drinking water and adequate storage of water for other uses without interruptions and inconveniences to the business, industry and citizens of the City of Watertown all day every day – 365 days a year / 24 hours a day / 7 days a week. The high quality service provided means people and business establishments can carry on “as is” and don't truly appreciate or even recognize that this employee exists – there are many hardships involved in the daily life of this employee and because of the great job it is often ignored in many aspects. One major concern is keeping a qualified individual in this job position is when communities in our greater metro area and around the state pay more for the same job in their community. It is critical that we staff this position with a high-quality skilled employee who wants to stay around long term. Responsible for all work orders and upkeep of the maintenance of the building, grounds, and communication equipment in use at 9 well sites, 3 raw reservoir sites, 1 booster pumping station, 4 elevated storage tanks, 3 water treatment facilities and various other facilities through the city. Responsible for development, assessment and completion of the required maintenance which involves plumbing, electrical, and carpentry to control the heating, ventilation &amp; cooling (HVAC) equipment associated with the buildings and operations and maintenance to provide reliable safe drinking water to the City of Watertown.</p>

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14****SUPERVISOR INFORMATION**

Administrative Designee Name		Administrative Designee Title	
------------------------------	--	-------------------------------	--

**SECTION 15****ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
-------------	------------------------------------




# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Date:** January 01, 2022

**Title:** Wastewater Operator I  
**Pay Grade:** I

**Department:** Wastewater Department  
**FLSA Status:** Non-Exempt

### **General Summary:**

This is a technical position whose duties involve assisting the Maintenance and Facilities Foreman and also the Wastewater Operations Foreman and is responsible for the preventative maintenance program for machinery, equipment, plumbing and electrical systems, controls and mechanical systems utilized in controlling, monitoring, and operating the wastewater plant in the following areas: raw pumping station, preliminary treatment, primary treatment, biological activated sludge basins (live organisms), secondary treatment, final clarification, effluent disinfection, anaerobic digestion, sludge handling/processing, centrifuge and dewatering, polymer mixing system, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.). Also must understand and perform preventative maintenance of 18 lift station controls and pumps.

### **Reporting Responsibility:**

Under the general direction of the Water Systems - Assistant Manager or Manager which involves primary, secondary, and advanced wastewater treatment processes, and lift station operations. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation of effectiveness and continuity of plant and lift station operations.

### **Tools and Technology:**

Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blue print interpretation, sewer system mapping interpretation which includes elevations and flow pattern readings. Infrastructure Technologies pipe software is in use for electronic recording of the sanitary sewer pipe video inspections – this integrates into the GIS mapping platform. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment. Knowledge in the performance of the work, ability to safely and effectively operate a variety of plant related equipment and vehicles, considerable ability to read, understand and apply work related equipment O&M and laboratory manuals, Ability to efficiently clean and maintain equipment and work areas in accordance with established standards and schedules, Ability to perform confined space entry work may also be necessary.

**Specific Knowledge, Skills, Judgement and Situational Abilities:**

- Service and perform preventative maintenance on mechanical equipment including engines, pumps, controls, etc.
- Assist the Wastewater Operations Foreman as needed.
- Maintain accurate and legible records related to plant maintenance.
- Inspect plant and process equipment carefully reporting defective equipment immediately.
- Assist in laboratory as needed.
- Run maintenance software package.
- Run HVAC software program
- Run Plant SCADA Software
- Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution.
- Knowledge of specialized process equipment and controls used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Ability to work long and unusual hours in extreme conditions with accuracy and while fatigued.
- Required to be in a rotating on call 24/7/365 with other staff in Wastewater Dept.
- Common sense / detail orientated.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge and ability to interpret technical manuals, drawings and blueprints.
- Knowledge of hydraulic, and mechanical principles, and equipment related to a wastewater plant operation.
- Knowledge of occupational hazards and ability to work safety and take precautions for safe working.
- Ability to use welding and cutting equipment, hand and power tools safely.
- Knowledge of materials, tools and techniques used in the maintenance plant equipment.
- Ability to diagnose problems in mechanical equipment used in wastewater treatment plants.
- Good ability to operate computer equipment and maintenance software.
- Good ability to understand and follow all regulations controlling Confined Space Entry.
- Ability to maintain effective working relationships with others.
- Ability to understand and carry out instructions and to adhere to prescribed office practices.
- Ability to perform light to heavy physical tasks under varying weather conditions.

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

**License:**

State of Wisconsin: Regular driver's license, Commercial driver's license (CDL) within 6 months (Class B Endorsement)

Wisconsin Department of Natural Resources Basic Wastewater Operator Certification Subclasses may be requested by management in: A1, B, C, P, D, and SS

**Training other education:** Electrical repair and print reading, NFPA 70E arc flash, confined space entry, basic plumbing, computer, mechanical repair, and forklift operator certification

High school graduation (or HSED equivalent) with one (2) years' experience in the maintenance of machinery and equipment at a wastewater treatment plant with post high school job related training at a vocational school desirable; and an equivalent combination of education, experience, and training that provides knowledge, skill, and ability in mechanical and electrical equipment operation.

# Job Description Questionnaire

Section 3, Item G.

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City of Watertown
Job Title	Water Operator I	Work Location	800 Hoffmann Drive
Department	Public Works - Water Department	Division	Water Utility
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES &amp; RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.*) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Act as the water operator I	D	100
On call 24/7/365 days a year includes holidays and weekends for emergencies in a rotating shift with co-workers.	D / N	
Perform a variety of manual, monitoring, testing, and reporting functions. Identification of problems and implementing solutions before they adversely impact the quality of water produced by making operational adjustments for maintaining well and booster pumps to provide adequate pressure and proper levels in water storage in reservoirs and elevated tanks; use the SCADA (supervisory, control and data acquisition) system to achieve the proper control over the above parameters.	D	35
Responsible for all work orders and upkeep of the maintenance of the building, grounds, and communication equipment in use at 9 well sites, 3 raw reservoir sites, 1 booster pumping station, 4 elevated storage tanks, 3 water treatment facilities and various other facilities through the city.	D	35
Responsible for development, assessment and completion of the required maintenance which involves plumbing, electrical, and carpentry to control the heating, ventilation & cooling (HVAC) equipment associated with the buildings and operations and maintenance to provide reliable safe drinking water to the City of Watertown.	D	15
Back-up sampler to the operations foreman to collect drinking water samples required by the DNR including bacteriological, organics, synthetic organics, volatile organics, inorganics, metals, nitrates, lead, and copper when required on a daily, weekly, Bi-weekly, monthly, quarterly, semi-annual, and annual basis.	D, W,B,M, Q, A	2
Determines correct residuals of chlorine, sodium hydroxide, and fluoride by testing daily grab samples in the laboratory; adjust chlorine, sodium hydroxide, and fluoride feed equipment as deemed necessary; assist in meeting the monitoring requirements given by the DNR and other agencies to keep the system in compliance.	N	2
Input daily equipment runs times, water volumes, and chemical use needed to create reports required for the Wisconsin Department of Natural Resources (DNR).	D	2
Programs and troubleshoots SCADA and onsite PLC's (programmable logic controllers) for problems and reload programs if necessary, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.	D	2

Assists the Operations Foreman in coordination of pumping adjustments for annual flushing and maintenance of fire hydrants in water system located throughout entire city.	A	2
Up to date knowledge of technology used including use of a laptop computer to interface remotely with the SCADA program and onsite PLC's (programmable logic controllers) to troubleshoot problems and reload programs, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.	D	2
Responsible for providing technical guidance and assist in training new employees/coworkers in the Water Department for plant operations and maintenance records.	D / N	2
Setup and maintain safe construction work zones and direct traffic.	N	1
Knowledge of pipe material types required for use with pumps and conditional requirements based on water corrosivity, chemicals, soils and geology.	N	1
Provide on site assistance to the water distribution team when needed for repairs to watermains, hydrants, valves, curb stops or other water leak emergencies.	N	1

Section 3, Item G.

## SECTION 3

## TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

This position exercises considerable independence of judgment for the Watertown Water Utility day to day operations of the treatment plants and source water pumping system components (drinking water wells) that are in use to ensure the safe and efficient operation of the facilities for safe drinking water supply in accordance with State and Federal standards.

Employee must have considerable knowledge of various types of pumps, motors and automatic valves, their operation, maintenance and repair; ability to gain knowledge of, and implement SCADA program procedures necessary for day to day water system operation; considerable knowledge of occupational hazards and safety precautions; working knowledge of motors and motor starters; ability to troubleshoot minor mechanical and electrical problems and repair the same, carry out oral and written instructions, keep accurate records and make reports, notice strange or out of character things or people and situations around high security areas such as water reservoirs, towers, tanks and vessels, and report any of the above to proper authorities. Heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools, and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blueprint interpretation, complex water system mapping interpretation which includes elevations and pressure readings. Electronic water leak correlation equipment and data interpretation.

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Locating water leaks / water main breaks	Identifying where the leak is before excavation. Determining who is responsible to repair leak if found on private property.	Pumpage records, Leak locator, listening microphone, and tools	Manager / Assistant Manager
Pumping or System Failure for unknown reason	Frequent Monitoring of the SCADA system, check power supply and trouble shoot alarms.	Alarm interface system linked to equipment and computer	Manager / Assistant Manager
Working with general public	Communication of requirement to enter premise to take a water sample or answer questions regarding water quality complaint.	People skills	Manager / Assistant Manager
Correct well pump, water filtration equipment and chemical feed run times and intervals due to equipment problems.	Purchase parts, scheduled outside contractors for electrical or plumbing repairs.	Known contractors, co-workers, people skills.	Manager / Assistant Manager
Water system pressure loss due to tank level or well failure problem.	Determine cause by being alert to and aware of the operating conditions of various equipment such as pumps, motors, chemical feeders, instruments, valves, etc. to keep adequate water in the pipes.	People skills / communication with co-workers / electronic devices	Manager / Assistant Manager

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City of Watertown Street Dept. & Maintenance Personnel	Verbal in person and over phone or CB radio.	Notify and/or work with this division on necessary repairs to water main repairs affected by storm and sanitary system work in progress.
Engineering & GIS	Verbal in person and over phone or CB radio.	Work with technicians on pipe elevations, curb & gutter and sidewalk grades, water curb stops, distribution valves and hydrant record data, ArcGIS record information.
Contractors, electricians, plumbers	Verbal in person and over phone or CB radio.	To coordinate projects in progress or concerns and issues with pumps, controls, and equipment.
State regulatory agencies (WDNR)	Verbal in person and over phone or CB radio.	Communication on sampling and reporting requirements for the safe drinking water act and mandatory reports for the wells or treatment plants.

General public	Verbal in person and over phone or CB radio.	Notification of disruption to water service during plant process scheduled utility repair.
Water Billing Clerk / Personnel	Verbal in person and over phone or CB radio.	Prepare and assist annual inventory
Outside support laboratories	Verbal, in person, over the phone, or email.	Coordinate delivery and shipping bottle orders for sampling events – some are very time sensitive.

SECTION 6		SUPERVISION / MANAGEMENT	
Please indicate the type of responsibility you have as it pertains to leading others.			
Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings (on the active job site safety concern or violation)	X		
Suspend Employees			X
Terminate Employees		X	
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others			X
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees?			X
Job Title	# of FTEs		
Summer helper if the budget supports	FT during the summer		



**SECTION 7****WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds				X
Sitting		X		
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment		X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals (water treatment chemicals and associated equipment)				X
Confined Spaces (as identified by OSHA)			X	
Close Proximity to Moving Machinery / Equipment				X
Bodily Fluids / Communicable Diseases (exposed sanitary sewer mains and laterals are common in repair trenches)			X	
Working Alongside Moving Traffic on Roads				X
Electrical Hazards				X

## SECTION 8

## ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

**Judgment and Situational Reasoning Ability:** Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of plumbing and electrical control systems.
- Knowledge of sophisticated computerized pump controllers and remote operational systems.
- Ability to take written directions, or computer GIS data, and correlate to site setting to find main and service valves
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- On call 24/7 when in rotation on the schedule shared with co-workers.
- Common sense
- Very detail orientated
- Ability to work under extreme conditions with accuracy.

The Water Operator provides the critical physical labor needed daily to maintain and supply all the controls and equipment necessary for a reliable safe drinking water and fire protection supply of water. This position uses a mixed trade skill set with plumbing and electrical as well as general carpentry and heavy equipment operations needed for reliable operations of 9 high capacity drinking water wells, 3 drinking water treatments plants, and 5 water storage structures that are critical for the 120 miles of water main, 1,380 hydrants, 2,555 valves and 7,658 customer services. This employee displays a high level of workmanship and pride in supplying safe drinking water and adequate storage of water for other uses without interruptions and inconveniences to the business, industry and citizens of the City of Watertown all day every day – 365 days a year / 24 hours a day / 7 days a week. The high quality service provided means people and business establishments can carry on “as is” and don’t truly appreciate or even recognize that this employee exists – there are many hardships involved in the daily life of this employee and because of the great job it is often ignored in many aspects. One major concern is keeping a qualified individual in this job position is when communities in our greater metro area and around the state pay more for the same job in their community. It is critical that we staff this position with a high-quality skilled employee who wants to stay around long term.

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Peter A. Hartz	Supervisor Title	Water Utility Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
Less than High School Education	n/a	
High School Education (or Equivalent)	X	
One Year Certificate (or Equivalent)	X	
Associate's Degree (or Equivalent)	X	
Bachelor's Degree		
Master's Degree		
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other: Wisconsin DNR licenses: groundwater, distribution, & iron removal. Wisconsin Department of Safety and Professional Services: Cross Connection Control Device Tester certification	X	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Continuing education is required per Wisconsin Administrative Code(s) NR 114.10, NR 114.12, NR 114.13, NR 114.23, & NR 114.28.		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity).

**Two years of supervisory experience with additional electrical controls and associated equipment desired.**

## SECTION 12

## CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Department of Natural Resources (WDNR) Water Groundwater certification	Written Exam / WDNR	No	Yes within one year.
Wisconsin Department of Natural Resources (WDNR) Water Distribution certification	Written Exam / WDNR	No	Yes within one year.
Wisconsin Department of Natural Resources (WDNR) Water Iron Removal certification	Written Exam / WDNR	No	Yes within one year.
Wisconsin Department of Safety and Professional Services – Cross Connection Tester Registration	Wisconsin State approved 40 – hour training course	No	Yes within one year.
Continuing education – 18 hours – every three years	State approved training classes	NA	NA
Previous experience with water plant operations preferred.	On-the Job real life work	No	Yes
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
<b>Employer pays for exam and continuing education which is required.</b>			

## SECTION 13

## SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	This job as a water operator I is a combination of a water supply intermediate operator, and water maintenance supervisor & worker combined, and now would assist with similar jobs in the wastewater department. Those duties include the following new assets which include; considerable knowledge of mechanical equipment used in a wastewater treatment plant, knowledge of chemical and biological processes taking place in a wastewater treatment plant, considerable ability to operate SCADA computer and related software and interpret operating feedback data and to regulate equipment controls to produce the required results, considerable ability to identify equipment malfunctions and to report and/or correct such malfunctions, considerable knowledge of work hazards and safe work practices and the ability to consistently apply that knowledge in the performance of the work, ability to safely and effectively operate a variety of plant related equipment and vehicles, considerable ability to read, understand and apply work related equipment O&M and laboratory manuals, Ability to efficiently clean and maintain equipment and work areas in accordance with established standards and schedules, Ability to perform confined space entry work and wear SCBA equipment may also be

necessary. The wastewater operator needs to use and interpret technical manuals, sewer distribution maps, mechanical architectural drawings, and electrical drawings. To have a working knowledge to operate welding equipment (mig, torch, stick, tig, plasma), collection system equipment (jet/vac, rodder, TV inspection), wastewater process equipment (pumps, boilers, blowers, screens, clarifiers, mixers, centrifuge, UV disinfection), Electrical (Programmable logic control (PLC's), variable frequency drives (VFD's), relay logic), vehicles (minivan to heavy trucks) and heavy equipment, generators, and portable engine driven pumps. To have the knowledge to use computers and human interfaces to retrieve and enter data in software and equipment i.e. standard office software, plant SCADA (supervisory control and data acquisition), lift station SCADA, Fix asset management, Metasys HVAC (heating, ventilation, air conditioning) control, PLC's, VFD's, and manufacturer's specific control panels. To have the ability and the knowledge to analyze data, to perform lab analysis, to do mathematical problems and to utilize the results using standardized methods and apply them to plant processes. Maintenance responsibilities include: Complete all scheduled and unscheduled maintenance and repairs of the process equipment (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.) fleet vehicles (pickup trucks, crane truck, sewer jet/vac truck, television truck, skid steer), generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment), all electrical power distribution and instrumentation control systems and in place, and all buildings and grounds at the wastewater treatment plant complex, which also includes the pumps and controls for the 18 sanitary sewer collection system lift stations. Performs welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Training of co-workers and other staff for the above listed responsibilities.

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

## SECTION 14

## SUPERVISOR INFORMATION

Administrative Designee Name

Administrative Designee Title

## SECTION 15

## ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section

Comment / Clarification / Addition


# CITY OF WATERTOWN

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE: January 01, 2022**

**Title:** Water Operator I (Formerly Maintenance Operator) **Department:** Water Utility  
**Pay Grade:** I **FLSA Status:** Non-Exempt

### **General Summary:**

This is a skilled and technical position whose duties involve controlling, monitoring, and operating the water operations including the treatment plants and is considered a hands-on job for all process equipment in each of the following areas: well pumping stations, preliminary filter treatment, post filter treatment, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, etc.) This position exercises considerable independence of judgment for the water system planning, scheduling, and operations of the Watertown Water Utility treatment plants and source water pumping system to ensuring the safe and efficient operation of the facilities to ensure proper operation of a safe drinking water supply system in accordance with State and Federal standards. This includes performing a variety of manual, monitoring, testing, and reporting functions. Identification of problems and implementing solutions before they adversely impact the quality of water produced by making operational adjustments for maintaining well and booster pumps to provide adequate pressure and proper levels in water storage in reservoirs and elevated tanks; use the SCADA (supervisory, control and data acquisition) system to achieve the proper control over the above parameters. Assists in determining correct residuals of chlorine, sodium hydroxide, and fluoride by testing daily grab samples in the laboratory; adjust chlorine, sodium hydroxide, and fluoride feed equipment as deemed necessary; assist in meeting the monitoring requirements given by the DNR and other agencies to keep the system in compliance.

This position also requires an understanding of the water laboratory testing procedures: will need to perform process related lab tests in accordance with established procedures. Tests include total suspended solids, chlorine, fluoride, sodium hydroxide, pH testing, nitrate testing, and bacteriological.

### **Reporting Responsibility:**

Under the general direction of the Water Operations Foreman is responsible for the water plant operations which includes completion of work orders for the preventative maintenance program which includes the machinery, equipment, plumbing, electrical system controls, and mechanical systems. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation of effectiveness and continuity of the water supply and treatment plant operations and permit limits.

**Required Certifications and / or Licenses:**

State of Wisconsin: Regular driver's license

Obtain and maintain a Wisconsin Department of Natural Resources Waterworks Operator Certification Subclasses: Groundwater (G), Distribution (D), & Iron Removal (I). Wisconsin Department of Safety and Professional Services Cross Connection Control Device Tester certification, and a commercial driver's license as needed or if requested by the Water Systems Manager.

**Training other:**

Electrical repair and print reading, NFPA 70E arc flash, confined space entry, basic plumbing, computer, mechanical repair, water operations, and water lab analysis.

**Knowledge, Skills, and Abilities:**

Recommended requirements include: A two-year specialized training program in drinking water operations and treatment including laboratory procedures and an internship at a water supply system or treatment facility or equivalent training and experience. Five years of water plant operations (including laboratory work) or closely related job in the utilities field preferred and/or required.

Computer knowledge and understanding of input/export of data into tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blueprint interpretation, complex sewer facilities mapping interpretation which includes elevations and flow pattern readings. Fiix asset management software system in use for all work orders and maintenance records. Up to date knowledge of all software programs in use and the ever-changing technology used for plant operations including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, and an understanding of a GIS mapping database.

That is further defined as follows: Considerable knowledge of various types of pumps, motors and automatic valves, their operation, maintenance and repair; ability to gain knowledge of, and implement SCADA program procedures necessary for day to day water system operation; considerable knowledge of occupational hazards and safety precautions; working knowledge of motors and motor starters; ability to troubleshoot minor mechanical and electrical problems and repair the same, carry out oral and written instructions, keep accurate records and make reports, notice strange or out of character things or people and situations around high security areas such as water reservoirs, towers, tanks and vessels, and report any of the above to proper authorities. Heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex water system mapping interpretation which includes elevations and pressure readings. Electronic water leak correlation equipment and data interpretation. Ability to perform confined space entry work may also be necessary.

**Physical Demands:** Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.



**Judgment and Situational Reasoning Ability:** Ability to exercise independent judgment to and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of plumbing and electrical control systems.
- Knowledge of sophisticated computerized pump controllers and remote operational systems.
- Ability to take written directions, or computer GIS data, and correlate to site setting to find main and service valves
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- On call 24/7
- Common sense
- Very detail orientated
- Ability to work under extreme conditions with accuracy.
- Knowledge of specialized process equipment and controls used for drinking water operations and water treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to supply and treat drinking water.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Ability to work long and unusual hours in extreme conditions with accuracy and while fatigued.
- Paid rotating on call 24/7/365 with other staff in Water Dept.
- Common sense / detail orientated.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.
- Coordinates collects all drinking water samples required by the DNR including bacteriological, organics, synthetic organics, volatile organics, inorganics, metals, nitrates, lead, and copper when required on a daily, weekly, Bi-weekly, monthly, quarterly, semi-annual, and annual basis.
- Input daily equipment runs times, water volumes, and chemical use needed to create reports required for the Wisconsin Department of Natural Resources (DNR).
- SCADA program and onsite PLC's (programmable logic controllers) to troubleshoot problems and reload programs if necessary, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.
- Coordination of pumping adjustments for annual flushing and maintenance of fire hydrants in water system located throughout entire city.
- Up to date knowledge of technology used including use of a laptop computer to interface remotely with the SCADA program and onsite PLC's (programmable logic controllers) to troubleshoot problems and reload programs if necessary, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.
- Assist with building, grounds, communication equipment and maintenance at 9 well sites, 3 raw reservoir sites, 1 booster pumping station, 4 elevated storage tanks, 3 water treatment facilities and various other facilities through the city.
- Responsible for providing technical guidance and assist in training other operators and coworkers in the Water Department for plant operations.
- Setup and maintain safe construction work zones and direct traffic.
- Knowledge of pipe material types required for use with pumps and conditional requirements based on water corrosivity, chemicals, soils and geology.

All library positions have been reviewed by Carlson Dettman within the past 2 years (or less) with the exception of the following two positions. I am requesting approval to move forward with the job description reviews for the Library Director and Circulation Manager. Review costs would come out of the library board's budget, Fund 11. The last JDQ, I believe, was completed in 2013 for both of these positions.

## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: July 2, 2024  
RE: Finance Committee Agenda Narrative for July 8, 2024

---

Agenda Item:

Review and take possible action: TID 4 budget amendment for roadway improvements

### BACKGROUND

Clasen Quality Chocolate (CQC) approached the City of Watertown regarding roadway improvements to Endres Lane and portions of E. Horseshoe Road. After review of roadway conditions, discussions with CQC, and review of TID 4 closure, the City of Watertown and CQC are agreeable to a 50/50 cost share to resurface the roadways in anticipation of the upcoming TID closure, eligible in 2026. There is adequate funding in the TID #4 fund balance to fund the city's portion of the work. The Public Works Department is seeking approval to create and fund a TID 4 revenue account in the amount of \$102,900.63, the amount to be invoiced to CQC following completion of resurfacing project. The Public Works Department is also requesting that a TID 4 expense account be created and funded in the amount of \$205,801.27, the estimated construction cost for the resurfacing project. The difference between the created expense account and revenue account being the city's project cost share.

Attached is a draft resolution along with bid tabs for pavement, seal coat, pavement marking, and a site map for your use.

#### Attachments:

- Draft Resolution
- 2024 Annual Streets HMA paving bid tab
- 2024 Annual Streets Seal Coat bid tab
- 2024 Annual Streets Pavement Marking bid tab
- Site Map

DRAFT RESOLUTION TO AMEND TID 4 BUDGET

SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE

WHEREAS, The City of Watertown and Clasen Quality Chocolate, Inc. have agreed to a 50/50 cost share to improve Endres Lane and portions of E. Horseshoe Road; and,

WHEREAS, The Public Works Department has requested a budget amendment to increase TID #4 Revenue Account [ ] in the amount of \$102,900.63; and

WHEREAS, The Public Works Department has requested a budget amendment to increase TID #4 Expenses Account [ ] in the amount of \$205,801.27; and,

WHEREAS, TID #4 has sufficient funds to cover the City’s fifty percent (50%) cost share; and,

WHEREAS, this matter has been presented to the Finance Committee and they have considered this budget amendment and recommend the adoption of this resolution; and,

WHEREAS, this budget amendment requires a resolution be adopted by the Common Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:  
That the budget amount of TID #4 Revenues Account [ ] be increased by \$102,900.63 and the budget amount of TID #4 Expenses account [ ] be increased by \$205,801.27 to cover the City’s fifty percent cost share of the above mentioned project.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED July 16, 2024

CITY CLERK

APPROVED July 16, 2024

MAYOR



#1-24 Pavement Marking (#8836910)  
 Owner: Watertown WI, City of  
 Solicitor: Watertown WI, City of  
 02/16/2024 10:00 AM CST

Section 3, Item 1.

						Century Traffic LLC	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
<b>Base Bid A: Pavement Marking Removal Prior to Seal Coating</b>							<b>\$12,439.25</b>
	1A	1A	Marking Removal Line 4-Inch	LF	5865	\$0.65	\$3,812.25
	2A	2A	Marking Removal Line 8-Inch	LF	40	\$2.00	\$80.00
	3A	3A	Marking Removal Arrow	EA	1	\$270.00	\$270.00
	4A	4A	Marking Removal Stop Line	LF	55	\$10.00	\$550.00
	5A	5A	Marking Removal Parking Stall	LF	54	\$7.50	\$405.00
	6A	6A	Marking Removal Crosswalk Transverse Line 6-Inch	LF	222	\$6.00	\$1,332.00
	7A	7A	Marking Removal Curb	LF	10	\$13.50	\$135.00
	8A	8A	Marking Removal Island Nose	EA	1	\$275.00	\$275.00
	9A	9A	Marking Removal Bike Lane Symbol and Arrow	EA	16	\$280.00	\$4,480.00
	10A	10A	Marking Removal Railroad Crossing	EA	2	\$550.00	\$1,100.00
<b>Base Bid B: Pavement Marking Seal Coat Streets</b>							<b>\$25,482.40</b>
	1B	1B	Marking Line Epoxy 4-Inch, White	LF	4590	\$1.15	\$5,278.50
	2B	2B	Marking Line Epoxy 4-Inch, Yellow	LF	1986	\$1.15	\$2,283.90
	3B	3B	Marking Line Epoxy 8-Inch	LF	40	\$2.40	\$96.00
	4B	4B	Marking Arrow Epoxy	EA	2	\$300.00	\$600.00
	5B	5B	Marking Stop Line Epoxy 18-Inch	LF	55	\$18.00	\$990.00
	6B	6B	Marking Parking Stall Epoxy	LF	54	\$6.00	\$324.00
	7B	7B	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	430	\$14.00	\$6,020.00
	8B	8B	Marking Curb Epoxy	LF	20	\$12.00	\$240.00
	9B	9B	Marking Island Nose Epoxy	EA	1	\$290.00	\$290.00

	10B	10B	Marking Bike Lane Arrow Epoxy	EA	18	\$185.00	\$3,330.00
	11B	11B	Marking Bike Lane Symbol Epoxy	EA	18	\$185.00	\$3,330.00
	12B	12B	Marking Railroad Crossing Epoxy	EA	2	\$1,350.00	\$2,700.00
<b>Base Bid C: Pavement Marking Reconstruction Streets</b>							<b>\$5,317.00</b>
	1C	1C	Marking Line Epoxy 4-Inch, Yellow	LF	1300	\$1.60	\$2,080.00
	2C	2C	Marking Line Epoxy 8-Inch	LF	80	\$2.00	\$160.00
	3C	3C	Marking Arrow Epoxy	EA	4	\$300.00	\$1,200.00
	4C	4C	Marking Word Epoxy "ONLY"	EA	1	\$325.00	\$325.00
	5C	5C	Marking Stop Line Epoxy 18-Inch	LF	24	\$18.00	\$432.00
	6C	6C	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	80	\$14.00	\$1,120.00
<b>Base Bid D: Pavement Marking - N. Second St. and N. Fourth St.</b>							<b>\$8,403.00</b>
	1D	1D	Marking Removal Line 4-Inch	LF	366	\$2.25	\$823.50
	2D	2D	Marking Removal Crosswalk Transverse Line 6-Inch	LF	289	\$6.50	\$1,878.50
	3D	3D	Marking Line Epoxy 4-Inch, Yellow	LF	1296	\$1.50	\$1,944.00
	4D	4D	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	289	\$13.00	\$3,757.00
<b>Base Bid E: Pavement Marking Crosswalks at 731 &amp; 831 W. Main Street</b>							<b>\$3,600.00</b>
	1E	1E	Marking Crosswalk Epoxy Block Style 24-Inch	LF	120	\$30.00	\$3,600.00
<b>Base Bid F: Pavement Marking E. Horseshoe Rd. and Endres Ln.</b>							<b>\$9,009.00</b>
	1F	1F	Marking Removal Line 4-Inch	LF	560	\$1.50	\$840.00
	2F	2F	Marking Removal Stop Line	LF	20	\$14.00	\$280.00
	3F	3F	Marking Removal Diagonal Line 6-Inch, Yellow	LF	135	\$5.00	\$675.00

	4F	4F	Marking Removal Crosswalk Epoxy Transverse Line 6-Inch, Yellow	LF	216	\$5.00	\$1,080.00
	5F	5F	Marking Line Epoxy 4-Inch, Yellow	LF	560	\$1.50	\$840.00
	6F	6F	Marking Stop Line Epoxy 24-Inch	LF	20	\$19.00	\$380.00
	7F	7F	Marking Diagonal Line 6-Inch, Yellow	LF	135	\$14.00	\$1,890.00
	8F	8F	Marking Crosswalk Epoxy Transverse Line 6-Inch, Yellow	LF	216	\$14.00	\$3,024.00
<b>Base Bid Total:</b>							<b>\$64,250.65</b>



#2-24 Routing and Crack Seal of Various Streets (#8838972)  
Owner: Watertown WI, City of  
Solicitor: Watertown WI, City of  
02/16/2024 10:00 AM CST

						Denler, Inc.		Thunder Road LLC		Fahrner Asphalt Sealers, LLC	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid A: Rout and Crack Fill Prior to Seal Coating							\$31,479.50		\$36,911.50		\$48,201.25
	1A	1A	3405 Classification Hot-poured elastic type crack sealant of 2024 Seal Coat Streets	LBS	16815	\$1.78	\$29,930.70	\$2.10	\$35,311.50	\$2.75	\$46,241.25
	2A	2A	Flex leveling of cupped cracks, 24-Inch Width	LF	160	\$9.68	\$1,548.80	\$10.00	\$1,600.00	\$12.25	\$1,960.00
Base Bid B: Rout and Crack Fill Only: Milford Street-Pearl St to Grey Fox Run (N)							\$18,805.70		\$22,186.50		\$29,053.75
	1B	1B	3405 Classification Hot-poured elastic type crack sealant.	LBS	10565	\$1.78	\$18,805.70	\$2.10	\$22,186.50	\$2.75	\$29,053.75
Base Bid C: Rout and Crack Fill Only: Milford Street-Grey Fox Run (N) to Commerce Dr							\$17,363.90		\$20,485.50		\$26,826.25
	1C	1C	3405 Classification Hot-poured elastic type crack sealant.	LBS	9755	\$1.78	\$17,363.90	\$2.10	\$20,485.50	\$2.75	\$26,826.25
Base Bid D: Rout and Crack Fill: Market Street - S First St to S Fourth St							\$4,832.70		\$5,701.50		\$7,466.25
	1D	1D	3405 Classification Hot-poured elastic type crack sealant.	LBS	2715	\$1.78	\$4,832.70	\$2.10	\$5,701.50	\$2.75	\$7,466.25



Base Bid E: Rout and Crack Fill: E. Horseshoe Rd and Endres Ln							\$27,984.02		\$31,276.50		\$39,922.75
	1E	1E	3405 Classification Hot-poured elastic type crack sealant.	LBS	9065	\$1.78	\$16,135.70	\$2.10	\$19,036.50	\$2.75	\$24,928.75
	2E	2E	Flex leveling of cupped cracks, 24-Inch Width	LF	1224	\$9.68	\$11,848.32	\$10.00	\$12,240.00	\$12.25	\$14,994.00
Base Bid Total:							\$100,465.82		\$116,561.50		\$151,470.25



**#6-24 Bituminous Surfacing (#8838998)**

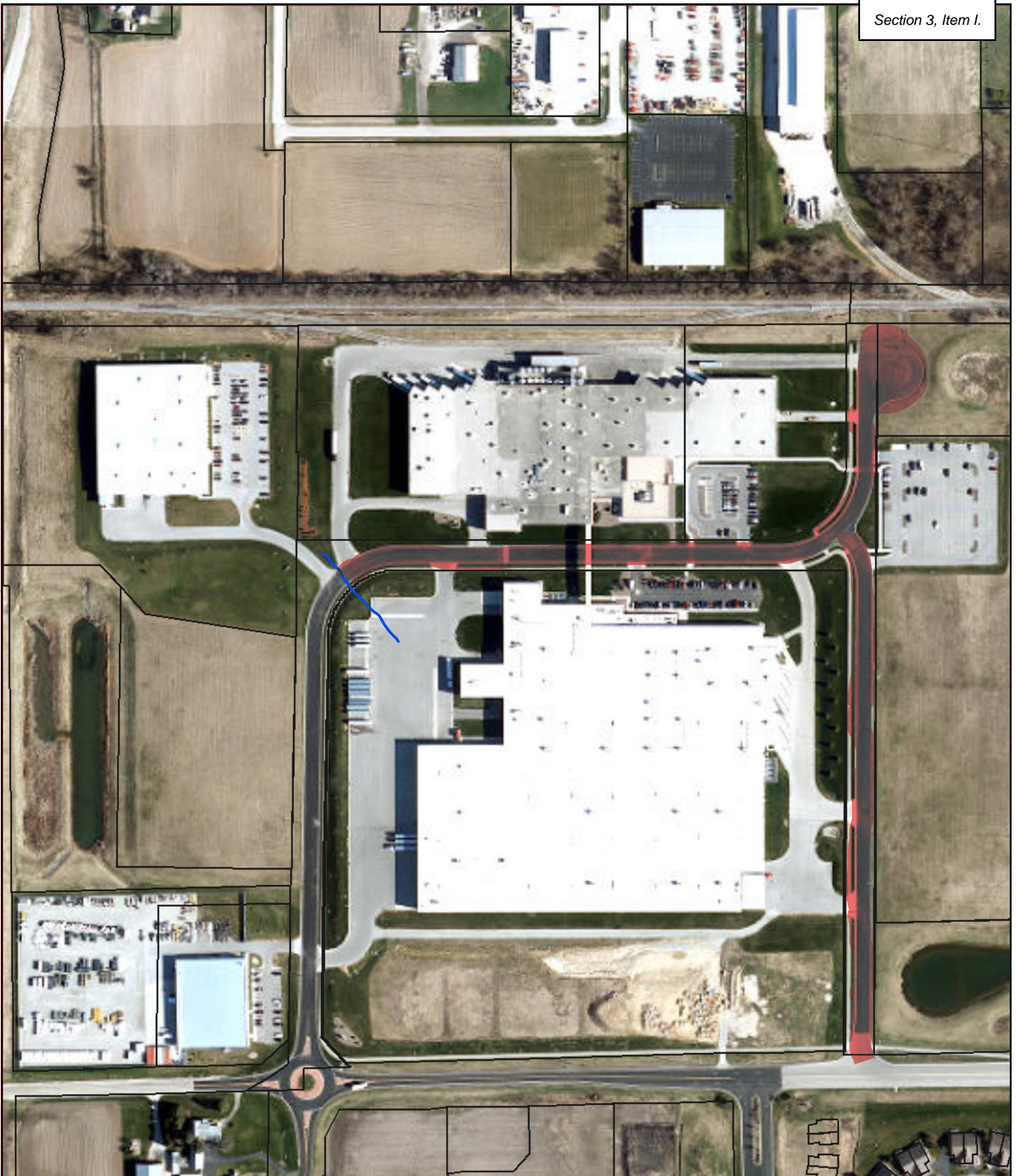
**Owner: Watertown WI, City of**

**Solicitor: Watertown WI, City of**

**02/16/2024 10:00 AM CST**

Section 3, Item 1.

						Payne & Dolan, Inc.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
<b>Street Program Alternate Bid F: Wedge Mill and Ovey Streets: E Horseshoe Rd and Endres Ln</b>							<b>\$168,808.25</b>
	1F	1F	Removing Asphaltic Surface Milling Patch Locations, Full Depth	SY	750	\$7.50	\$5,625.00
	2F	2F	Removing Asphaltic Surface 10-FT Wedge Milling, 2-Inch	SY	4880	\$1.90	\$9,272.00
	3F	3F	Removing Asphaltic Pavement on- cul-de-sac	SY	0		\$0.00
	4F	4F	MS-2 Tack Coat	GAL	1733	\$2.25	\$3,899.25
	5F	5F	HMA Pavement 3 MT 58-28 S, 3-Inch Patch Locations	TON	152	\$128.00	\$19,456.00
	6F	6F	HMA Pavement 4 MT 58-28 S, 2-Inch Patch Locations	TON	94	\$128.00	\$12,032.00
	7F	7F	HMA Pavement 3 MT 58-28 S, 3-Inch on cul-de-sac	TON	240	\$80.00	\$19,200.00
	8F	8F	HMA Pavement 4 MT 58-28 S, 2-Inch Overlay	TON	1424	\$69.75	\$99,324.00



Parcels

