



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, December 08, 2021

CITY HALL, 700 EDISON STREET

5:45 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items

1. Approval to Fill a Vacancy based Upon the Projected Retirement of the Street Department's Lead Mechanic
2. Approval of the Updated Lead Mechanic Job Description within the Public Works Department
3. Approve Election Inspector Job Description

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: December 02,2021

BILL BRANDT



To: Mayor and City Council
From: Kirk Packard,
Date: December 08, 2021
Re: Approval to Fill a Vacancy based Upon the Projected Retirement of the Street
Department's Lead Mechanic

With the announced retirement of the Street Department's Lead Mechanic, I am requesting to start the candidate selection process in search of a replacement to maintain staffing.

I wish Chris Berg the best of luck on his future endeavors and thank him for his many years of service to the City of Antigo.



To: Mayor and City Council
From: Kirk Packard,
Date: December 08, 2021
Re: Approval of the Updated Lead Mechanic Job Description within the Public Works Department

With the projected end of the year retirement of the current Street Department Lead Mechanic, I am requesting approval of an updated job description for this position. Both a copy of the existing job description along with the revised document are included within your agenda packet.

If you have any questions, please feel free to contact me.

POSITION DESCRIPTION

Position Title: Mechanic Shop – Lead Worker	FLSA Status: Hourly/Non Exempt
Class 1: Lead Worker	Position Status: Regular Full Time
Department: Public Works	
Date: 10/12/2016	

GENERAL PURPOSE

The Mechanic Shop - Lead Worker performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of various departments throughout the City. The employee in this position will assume leadership, as assigned, in areas such as equipment, tools, and helping to train and oversee other employees who need to work within the mechanic's shop.

SUPERVISION RECEIVED

Works under the direct supervision of the Street Commissioner and at times the Working Foreman.

SUPERVISION EXERCISED

This position is routinely required to provide oversight to others in the mechanic's shop. This would involve overseeing and assisting other employees doing work. This position provides operational direction in all tasks, equipment, and materials within the mechanic's shop. Participates in assigned standby on weekend and week night on call work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Expectations

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful, accurate written and verbal communications
- Abide and assist in the implementation of safety rules and procedures
- Performs all duties in conformance to appropriate safety and security standards
- Accepts and performs weekend and week night standby duty as scheduled

General Mechanic Work

- Cuts and welds metal and performs body repair, touch up and related work
- Changes and repairs tires and tubes
- Inspects, adjusts, and replaces necessary truck and heavy equipment systems including related parts in the performance of repair and maintenance work
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- Tests, services, and repairs vehicles and mechanical equipment
- Ensures proper maintenance by cleaning and checking equipment, machinery, and tools after use and on a routine basis
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs
- Ensures compliance with warranty notices and field changes
- Plans, carries out, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, both internally and through outside vendors
- Provides emergency field assistance to disabled equipment as needed and appropriate

- Maintain various vehicles and equipment throughout the City of Antigo departments
- Maintains records, prepares reports, and other specialized maintenance records of vehicles and mechanical equipment
- Address repairs internally within the scope of the Mechanic's knowledge base
- Communicate with supervisory staff when a vendor is needed to perform repair work
- Performs limited building repairs

Mechanic Lead Work

- Assists with:
 - preparation of bid specifications for vehicles and mechanical equipment
 - preparation and administration of shop related budgets in conformance with adopted policies and procedures
 - training other employees to increase their skills in maintenance of vehicles and equipment
- Conducts training on equipment got all new employees
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement
- Researches and meets with vendors to determine best use for the City's resources
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance
- Responsible for parts inventory under the supervision of the Street Commissioner
- Works in conjunction with the supervisor to develop shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems
- Help to research and determine the correct course of action and relay that information to the Street Commissioner or Working Foreman for a discussion when dealing with defects or needed repairs
- Handles complaints and adjusts errors with existing procedures
- Maintains the general safety of the department employees through assessments of shop working conditions

Equipment Operation and Required Labor

- Operates:
 - diagnostic instruments and a variety of hand, electric, and air-driven tools
 - construction and maintenance equipment used by the City
 - light and medium-sized construction and power equipment, such as chain saws, compactors, steamer, water pumps, concrete saws, locators, and other construction related equipment
 - trucks of various sizes and weights, loading, hauling and unloading of various equipment, materials, and supplies
 - trucks and construction equipment, such as mechanized loader, dozer, back-hoe, motor grader, sweeper, dump truck, and snowplow
- Performs:
 - general labor as assigned involved in construction and maintenance projects as part of a crew, including barricading, blacktopping, bridge repair, building maintenance, trimming traffic signal maintenance, clearing, cement repair and replacement, painting, signing, grading, patching, manhole cleaning, pipe repair, crack filling and other labor type duties required by all general laborers.
 - routine inspection and preventive maintenance of assigned areas, projects, and equipment
 - housekeeping of the shop area while maintaining clean repair equipment, machinery and tools
- Assists with the maintenance of streets, and assists in the maintenance, when deemed necessary, of all utilities located in or upon City right of ways, parks, open spaces, and cemeteries.

PERIPHERAL DUTIES

- Attend various City committee meetings when requested by the Department Head or designated representative
- Performs other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent; and
- B. Associates or technical degree with specialized course work in a related field preferred; and
- C. Three (3) to five (5) years of increasingly responsible and experience in maintenance, repair, and operation of all equipment; or
- D. Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities

- A. Working knowledge or the ability and willingness to obtain a working knowledge of:
 - a. windows operating systems and programs with an emphasis on Microsoft office
 - b. ability to navigate web applications, and have an understanding of other emergent technologies and peripherals
 - c. first aid and applicable safety precautions
 - d. gas and diesel engines, transmissions, automatic and manual, suspensions, electrical, welding, carpentry, hydraulics, body work, hydraulic plumbing, pumps and valves, generators, and fabrication
 - e. hazards and safety precautions common to municipal maintenance and repair activities
 - f. light and heavy truck mechanics
 - g. local and state laws that pertain to the duties required
 - h. practices, methods, materials, and tools used in modern equipment maintenance
 - i. price trends and grades or quality of materials and equipment
 - j. state and local traffic laws
- B. Skill in the operation of:
 - a. motorized vehicles and equipment, including dump truck and pickup truck
 - b. mowers, roller, tamper, plate compactor, saws, pumps, compressors, sanders
 - c. common hand and power tools, shovels, wrenches, mobile radio, phone, shipper, and melting kettle
 - d. tools and equipment commonly used in the maintenance/repair and fabrication in a municipal shop setting, with the addition of associated computer diagnostics and programs
- C. Ability to:
 - a. carry out assigned projects to their completion
 - b. communicate effectively verbally and in writing
 - c. effectively meet and deal with the public
 - d. establish and maintain successful working relationships with coworkers, other departments, supervisors, vendors, and the public
 - e. follow both oral and written instructions
 - f. lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions
 - g. maintain effective preventive maintenance programs, policies, and procedures
 - h. perform arithmetic computations accurately and quickly

- i. plan, organize, and assign personnel and resources, and monitor outcome to achieve desired goals
- j. speak, read, and write the English language
- k. understand and carry out while also transmitting written and oral instructions in a clear and concise manner
- l. work independently and complete daily activities according to work schedule
- m. work safely
- n. work under pressure, in stressful situations and/or with frequent interruptions

SPECIAL REQUIREMENTS

- A. Possess a valid Wisconsin state driver's license, CDL – Class A, B, & C with air brakes restriction and tanker (N) endorsement.
- B. Must reside within a fifteen (15) mile radius of the City limits.
- C. Must be able to complete general first aid and CPR training, and obtain CPR certification within six (6) months.
- D. Must complete mine safety and forklift training and keep current in those trainings.
- E. Willingness to participate in training opportunities designed to keep up to date on new repair methods and employment practices development

TOOLS AND EQUIPMENT USED

Diagnostic instruments, hand tools, power tools, electric tools, pneumatic tools, welder, drill press, grinders, electrical saws, floor jacks, battery chargers, compressors, generators, steam cleaner, electric and/or gas saws, telephone, mobile radio or portable radio, personal computer including various software, and safety equipment including PPE and testing instruments. Must be capable of operating all motorized equipment in the inventory.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, and smell. The employee frequently uses hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may occasionally be required to walk over rough terrain.

The employee must frequently lift and/or move up to 60 pounds. The employee will be required to slide, roll, push or pull on an occasional basis up to 140 pounds. The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

The workplace setting is balanced between shop and field. Outdoor or field work is primarily structured to perform service calls to get equipment operational and to the shop for further repairs if necessary. The outside weather conditions may become extreme. The employee frequently works near moving parts, is exposed to wet, cold and/or humid conditions and vibration. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Qualification sheet may be completed and given to the person noted in the posting. Hiring from outside the workforce will require a formal application, oral interview, reference check and background check, and possibly other testing as applicable to the position.

The duties listed above are intended only as an illustration 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 of the position.

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

Council Approved: __/__/____

DRAFT

POSITION DESCRIPTION

Position Title:	Lead Mechanic	FLSA Status:	Hourly/Non Exempt
Class 1:	Lead Worker	Position Status:	Regular Full Time
Department:	Public Works		
Date:	12/08/21		

GENERAL PURPOSE

The Lead Mechanic performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of various departments throughout the City. The employee in this position will assume leadership, as assigned, in areas such as equipment, tools, and helping to train and oversee other employees who are periodically assigned to work within the mechanic's shop.

SUPERVISION RECEIVED

Works under the direct supervision of the Street Commissioner and at times the Working Supervisor.

SUPERVISION EXERCISED

This position is routinely required to provide oversight to others in the mechanic's shop. This would involve overseeing and assisting other employees performing support work. This position provides operational direction in all tasks, prioritizes equipment repairs, and selects the proper materials/parts for utilization within the mechanic's shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Expectations

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles and needed equipment at all times that duties are performed
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful, accurate written and verbal communications
- Respond to complaints; communicate resolution process to immediate supervisor and refer matters requiring administrative attention to Department Head or designated representative
- Abide and assist in the implementation of safety rules and procedures
- Maintain relevant certifications
- Accepts and performs weekend and week night standby duty as scheduled

Assignment Specific Expectations

- Cuts and welds metal and performs body repair, touch up and related work
- Inspects, tests, adjusts, and replaces necessary truck and heavy equipment systems including related parts in the performance of repair and maintenance work
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, tires and related systems
- Ensures proper maintenance by evaluating and checking equipment, machinery, and tools after use and on a routine basis
- Ensures compliance with warranty notices and field changes

- Plans, carries out, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, both internally and through outside vendors
- Provides emergency field assistance to disabled equipment as needed and appropriate
- Maintains records, prepares reports and other specialized maintenance records of vehicles and mechanical equipment
- Communicate with supervisory staff when a vendor is needed to perform repair work
- Performs limited building repairs; coordinate efforts as-needed with the City's Building Inspector/Zoning Administrator
- Assists with:
 - the preparation of bid specifications for vehicles and mechanical equipment
 - preparation and administration of shop related budgets and procedures
 - training other employees to increase their skills in maintenance/repair of vehicles and equipment
 - training for proper equipment operation
- Determines the most cost-effective means of maintenance, repair, or replacement
- Researches and meets with vendors to determine best use for the City's resources
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance
- Responsible for parts inventory under the supervision of the Street Commissioner
- Maintains the general safety within the mechanic's shop by assessing working methods
- Establish and implement safe housekeeping procedures for the mechanic's shop

PERIPHERAL DUTIES

- Serve as a general laborer involved in construction and maintenance projects as assigned
- Attend various meetings as assigned by the Department Head or designee
- Performs other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent; and,
- B. Associates or technical degree with specialized course work in a related field preferred; and,
- C. Additional mechanical certifications & training preferred; and,
- D. Three (3) to five (5) years of increasingly responsible experience in maintenance, repair, and operation of equipment; or
- E. Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities

- A. Extensive knowledge of gas and diesel engines, transmissions, automatic and manual, suspensions, electrical, welding, carpentry, hydraulics, body work, hydraulic plumbing, pumps and valves, generators, and fabrication
- B. Experience working on light and heavy vehicles and practices, methods, materials, and tools used in modern equipment maintenance
- C. Knowledge of hazards and safety precautions common to municipal vehicle and equipment maintenance

- D. Considerable knowledge of principles, practices, methods, and equipment to municipal construction, skills in operating tools and equipment
- E. Ability to communicate effectively both verbally and in writing, and to carry out instructions
- F. Ability to identify and analyze problems; evaluation alternative solutions; and make sound judgement, especially in stressful situations
- G. Ability to establish and maintain an effective working relationship with employees, other departments and the public
- H. Willingness to meet deadlines as given; ability to think logically and to make decisions, work independently with frequent interruptions
- I. Ability to perform basic functions on MS Office Suite products; ability to utilize computer technology to access, retrieve, or input information
- J. Understand price trends and grades or quality of materials and equipment
- K. Maintain effective preventive maintenance programs, policies, and procedures
- L. Plan, organize, assign personnel and resources as instructed by Department Head or designated representative and monitor outcome to achieve desired goals

SPECIAL REQUIREMENTS

- A. Possess a valid Wisconsin state driver's license, a Class A - CDL with air brake restriction and tanker (N) endorsement or ability to obtain within 1-year of employment.
- B. Must reside within a fifteen (15) mile radius of the City limits.
- C. Must be able to complete general first aid and CPR training, and obtain CPR certification within six (6) months.
- D. Must complete mine safety and forklift training and keep current in those trainings.
- E. Willingness to participate in training opportunities designed to keep up to date on new repair methods and other related topics

TOOLS AND EQUIPMENT USED (Note: The City of Antigo provides/pays for required tools)

Diagnostic instruments, hand tools, power tools, electric tools, pneumatic tools, welder, drill press, grinders, electrical saws, floor jacks, battery chargers, compressors, generators, steam cleaner, electric and/or gas saws, telephone, mobile radio or portable radio, personal computer including various software, and safety equipment including PPE and testing instruments. Must be capable of operating all motorized trucks and equipment in the inventory.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, and smell. The employee frequently uses hands to finger, handle, feel or

operate objects, tools or controls; and reach with hands and arms. The employee may frequently be required to walk over rough terrain.

The employee must occasionally lift and/or move up to 60 pounds. The employee will be required to slide, roll, push or pull on an occasional basis up to 140 pounds. The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this position.

While performing the duties of this job employees regularly work in outside weather conditions that may become extreme at time. The employee frequently works near moving parts and is exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required

The duties listed above are intended only as an illustration 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 of the position.

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

Finance/Personnel/Legislative Committee Approved: 09/21/2016

Council Approved: 10/12/2016



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: December 08, 2021
Re: Approve Election Inspector Job Description

The City has not had a job description in the past for an Election Inspector. Because it is time to appoint new inspectors to a two-year term, I feel it is a good idea to have more formal expectations for the inspectors. The attached job description was written by myself using other municipalities as a guide and then reviewed and changed by the Director of Administrative Services and the Labor Attorney.

I am requesting approval of this job description to be effective immediately. If approved, there is a resolution on the Council meeting agenda immediately following the Finance, Personnel & Legislative Committee meeting.

If you have any questions for me, please feel free to contact me.



POSITION DESCRIPTION

Class Title: Election Inspector
 Department: Administration
 Location: City Hall
 Date: 11/30/2021

FLSA Status: Non-exempt (hourly)
 Position Status: Part-Time

GENERAL PURPOSE

Election Inspectors are the gate keepers of our republic and provide vital services in order to assure efficient and honest elections. Inspectors proudly conduct elections with accuracy, integrity and dignity. Election Inspectors help ensure the basic right of citizenship to vote in a fair, free election.

SUPERVISION RECEIVED

Under the direction of the Clerk-Treasurer/Finance Director and/or the Deputy Clerk-Treasurer and the Chief Election Inspector on Election Day.

SUPERVISION EXERCISED - None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to read, write and understand the English Language.
- Be courteous and kind to all voters and persons involved in the election process.
- Responsible for administering election procedures at the polling place.
- Organize the polling place before the polls open.
- Register voters (when assigned as a registrar).
- Issue ballots to registered voters.
- Provide instruction and assistance to voters.
- Explain the use of the voting equipment.
- Process absentee ballots.
- Maintain confidentiality.
- Accurately document voting procedures
- Secure polling records at assigned location(s) throughout the day
- Assist with end of polling assignments including final securement of records
- Maintain prompt, predictable, and reliable physical attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires the ability to communicate effectively with voters and others; to clearly explain voting procedures; to perform calculations of addition, subtraction, multiplication, division

and the ability to assess and handle situations with citizens in a calm manner by exercising good judgement, decisiveness, tact and courtesy.

Employees are exposed to significant work pace/pressure during busy elections; many duties are statutory and mandatory. Failure to perform these correctly or in a timely manner could subject the municipality to potential litigation and liability. Employees must be attentive to their assignments.

ABILITY TO MAINTAIN CONFIDENTIAL DATA:

Requires the ability to maintain confidential information including all personal citizen data, the votes cast by absentee voters, and other information as may be defined as confidential.

PERIPHERAL DUTIES:

Inspectors are appointed for a two-year term. If you are not appointed, you will be considered an alternate and asked to work when a vacancy occurs.

Training will be provided by the municipal clerk. This training provides the necessary information and knowledge to be a successful Election Inspector. All Election Inspectors will be required to attend training as scheduled by the Clerk-Treasurer's office.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The City of Antigo is a drug-free workplace. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inspectors work from 6:30 a.m. until the completion of their duties (approx. 9:30 pm but varies depending on election). A half-day shift may be possible with approval. A lunch break of one-half hour is scheduled. However, particularly busy elections may require that you remain at your assigned polling place during your break.

Hand-eye coordination is necessary to operate various pieces of election equipment and forms. While performing the duties of this job, the employee is frequently required over a prolonged period of time to stand, walk, sit, stoop, talk and hear in a noisy environment with several people talking at a time. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

Requires handling materials or equipment of moderate weight but not for sustained periods. The employee is occasionally required to exert light to medium physical effort lifting ballot boxes and supplies.

The work environment is indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors (curbside voting) for a short period of time, and therefore subject

to varying inclement Wisconsin weather conditions. While performing the duties of this job, an employee is occasionally exposed to noise from fire department operations and to temperature fluctuations within the fire department bay.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

1. Must be a qualified elector of the county of Langlade, with
2. Clerical skills preferred, and
3. Ability to solve problems and be an effective communicator desired, and
4. A commitment to work well in a team environment and enjoy people and service to others, and
5. The willingness to work a long day as a service to your community.
6. Election Inspectors (or their immediate family members) CANNOT be a candidate for any office to be voted on at the polling place at that particular election

SELECTION GUIDELINES:

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 between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.