



## BARGAINING COMMITTEE

January 21, 2020  
**5:45 p.m.**

Civic Center  
West Committee Room

### Roll Call:

Alderspersons Brickner, Drew, Wattawa

1. Call to Order
2. Minute Approval
  - November 19, 2019 - [Bargaining Minutes 11-19-2019](#)
3. Discussion and Action Items:
  - Correspondence dated 01/16/2020 from the City Engineer re: filling of new positions in the Department of Public Works - [vacant positions highway dept authorization request](#)
4. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD NOVEMBER 19, 2019**

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Present: Alderpersons Wattawa, Brickner, Drew

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker, Alderwoman Schandel

Chairman Wattawa called the meeting to order at 6:15 p.m.

Moved by Alderman Brickner, seconded by Alderman Drew to place on file the minutes of the Bargaining Committee meeting held November 5, 2019. Motion carried.

Moved by Alderman Drew, seconded by Alderman Brickner to recommend renewal of the Guardian Dental Insurance contract for 2020. Motion carried.

Moved by Alderman Drew, seconded by Alderman Brickner to adjourn. Motion carried.

Time: 6:16 p.m.



# City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

January 16, 2020

Honorable Bargaining Committee  
City of St. Francis

Subject: Filling of New Positions in the Department of Public Works

Gentlepersons:

During the budget process, three new positions in the Highway Department in the Department of Public Works were included in the wage and benefit portion of the budget. The new positions are two Crew Foreman positions and one Utility and Equipment Operator 1 position. The budget has been approved. In addition, the wage resolution which included these three new positions was approved by the Common Council at the January 7, 2020 meeting.

The next step of the process in creating these three new positions is to have the Bargaining Committee review and approve the job description for the new Crew Foreman positions and recommend authorization to fill the two Crew Foreman positions and the one Utility and Equipment Operator 1 position to the Common Council.

The Crew Foreman position was created in the budget process to allow for two “teams” of workers to be formed with a supervisor as part of the crew. The Crew Foreman works on the crew to oversee the work assigned by the Highway Superintendent is completed in a safe and efficient manner. Attached is the job description for the 2 new Crew Foreman positions in the Highway Department. I will be seeking internal candidates initially with the option of seeking external candidates based upon the qualifications of the internal candidates.

Also in the budget process, one additional Utility and Equipment Operator 1 position was created so that “teams” will each have four workers. In reality, this position existed in the Highway Department but has been vacant for several years since it was not filled when a past promotion was made to Highway Superintendent. I am also requesting authorization to fill this position. There is a step program in place for this position. I will be posting the position with a hourly wage range to enable external candidates with experience to apply. The step wage chart is also attached.

I therefore request approval of the job description for the two new Crew Foreman positions and to recommend to the Common Council authorization to fill the two Crew Foreman positions and the one new Utility and Equipment Operator 1 position.

Respectfully submitted,

Melinda K. Dejewski, PE  
City Engineer/Director of Public Works

**City of St. Francis  
Job Description**

**Crew Foreman**

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**Department: Public Works—Highway Department**

**Classification: Non-exempt**

**Reports To: Highway Superintendent**

**Salary: \$63,442.94 (2020) DOQ**

**Council Approved:**

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**GENERAL DESCRIPTION OF DUTIES:**

The Crew Foreman shall be responsible for supervision and daily task assignments to the work crew. The Crew Foreman, under limited supervision, will perform general labor work and equipment operation for all phases of services provided by Highway Department. This is a working Crew Foreman position. Must be available for call-in responsibilities.

**ESSENTIAL DUTIES:**

- Work overtime and be available for 24-hr emergency call-in.
- Be available to rotate weekend on-call duties with Highway Superintendent and other Crew Foreman.
- Be available to provide Highway Superintendent supervision duties when Highway Superintendent is unavailable due to scheduled time off or sick leave.
- Assign daily tasks and supervise daily tasks of labor crew to ensure work is performed in a timely and safe manner. Also be part of labor crew to accomplish daily tasks. This is a working crew foreman position.
- Provide accurate and neat written record of work performed.
- Operate department equipment, day or night, in poor conditions such as fog, rain, ice and snow.
- Climbing in and out of trenches and equipment.
- The ability to work under stressful conditions for long periods of time.
- Effectively communicate with fellow employees and the general public.
- Read and comprehend written directions, policies and technical information.
- Assist in and work during parades, festivals, etc.
- Responsible for cleanliness of work area, security/maintenance of all equipment/property assigned to them.
- Ensure that all safety procedures and policies are observed.
- Regular, predictable and punctual attendance with ability work extended or irregular hours.

**SUPERVISION RESPONSIBILITIES:**

Directly oversees one work crew. A work crew can consist of 3 to 6 Utility and Equipment Operators and 4 to 8 seasonal summer laborers. Carries out responsibilities in accordance with the organization's policies and applicable laws; responsibilities include but are not limited to: training employees; directing daily work as assigned by the Highway Superintendent; ensuring proper safety and work practices are followed. This is a working foreman position therefore the position will be a crew member and work as an equipment operator or laborer. This position will also be responsible for vetting major equipment purchases with crew members and crew foreman prior to bringing equipment purchase request to Highway Superintendent and City Engineer/Director of Public Works for consideration. A signoff of all crew members and crew foremen is required.

## EDUCATION, EXPERIENCE and QUALIFICATIONS:

- Graduation from high school or GED.
- Current valid Wisconsin Commercial Driver's License – Class B, D and N; Air Brake and Tanker Endorsements
- One year of highway equipment operation.
- One year of municipal public works experience.
- Ability to operate various highway related equipment such as: Pickup Truck; Dump Truck with Snow Plow and Salt Spreader; Front End Loader; Back Hoe; Vac-All Unit; Sewer Jet; Tractor-Mower; Pumps; Chain Saws, etc.
- Ability to perform maintenance and repair on all aspect of public works operations including but not limited to streets, surface water and wastewater infrastructure, sidewalks, trees, lawns, and snow.
- Ability to use a computer and email system.
- Ability to read and understand blue prints.
- Ability to read, write, and utilize mathematical skills.
- Effectively supervise full time and summer/part-time employees.
- Monitor and correct, if needed, safety procedures and practices.
- Use 4 foot level and measuring tape.
- Read and interpret maps, and charts.
- Instruct others in the proper use of equipment and to abide by departmental policies/ procedures.
- Log necessary records neatly.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationship with those contacted in the course of work.
- Responsibly provide daily maintenance of equipment operated.
- Communicate effectively in oral and written form with supervisors, and co-workers.
- Share knowledge and training on the proper operation of machines and equipment
- Familiar with methods, techniques, materials and equipment used in public works maintenance, repair, operations and construction practices.
- Occupational hazards, safety equipment and safe working practices associated with public works activities.
- Wastewater and surface water sewer systems and collection process.

## PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to:

- use legs and feet for standing, sitting, walking; stooping, bending, kneeling, crawling, crouching; lifting, pushing, pulling (50 lbs.); climbing (8-12 feet); balancing, twisting, reaching, feeling, talking, hearing, carrying for 8 hour periods or more.
- Use hands and arms for lifting up to approximately 50 lbs., handling, grasping and fingering to include but not limited to the following: two way radio, hand tools, power tools, motorized equipment, writing, operate switches, work with small parts, hydraulic controls such as to operate and control objects with the hands.
- The employee is occasionally required to sit.
- Far vision at 20 feet or further and near vision at 20 inches or less, corrected or uncorrected.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

Work conditions are as follows:

- Normal inside workplace environment with protection from weather conditions occasionally.
- Outside environment with exposure to extreme cold and unusual situations regularly.
- Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, vehicles, etc. regularly.
- Exposure to hazardous conditions such as mechanical equipment, electrical equipment and high heat equipment.
- Exposure to atmospheric conditions such as fumes, dust and poor ventilation occasionally.
- Physically cramped, small or restricted worksite; making it difficult to stand, sit or walk occasionally.

Typical equipment utilized is as follows:

<b><u>Proficiently Operate</u></b>	
Dump Trucks	Paint Striper
Vac-All Truck	Sweeper
Pickup Trucks/Vans	Auger
Skid Steer Loader	Loader/Backhoe
Loaders	Air Compressor
Grader	Pumps
Roller	Chip Spreader
Mower	Snow Plow w/wing
Brush Chipper	Sewer-Jet
Lawnmowers	Generators
Concrete Saws	Chain Saws
Trimmers	Snowblowers

Typical work performed is as follows:

<b><u>Labor Regularly Required</u></b>	
Climb ladders/equipment	Pump flooded areas and sewers
Landscape, shovel and rake lawn	Welding
Drive metal/wood stakes and tie-up snow fence	Collect rubbish and road debris
Distribute and fill sand barrels and sand bags	Repair, patch and hand sweep streets
Set-up, remove, maintain playground equipment	Work around manholes, catch basins
Tar joints and cracks in streets/alleys	Repair and build catch basins and manholes
Install holders/flags on poles (no electrical work)	Dig trenches
Unload/load, sort, stock parts and supplies	Cut down, plant and trim trees
Hand sweep work areas	Shovel snow
Sawing, cutting, drilling,.	Sand/salt streets and walk areas
Unloading and loading equipment	Sign and barricade maintenance/installation
Install/remove attachments	Change tires

Scheduled Annual Wage Adjustments and Pay Ranges

Highway Utility and Equipment Operator – Pay Range \$18.00 to \$28.00

Pay	Criteria
\$18.00	Starting pay rate if has CDL. If not, starting pay rate is \$17.50 and increased to \$18.00 upon obtaining CDL within 3 months of hire date.
\$20.00	Increase based upon successful completion of a 1-year probation, demonstration of ability to work equipment, and coming in for all overtime possible.
\$22.76	Increase based upon demonstration of proficiency on equipment, coming in for all overtime possible and 2 performance reviews with a performance rating (raw score) of 2 or better.
\$24.50	Increase based upon demonstration of proficiency on equipment, coming in for all overtime possible and 3 performance reviews with a performance rating (raw score) of 2.2 or better.
Lowest hourly wage of the existing employees.	Increase based upon demonstration of continued proficiency on equipment, coming in for all overtime possible, and demonstration of ability to complete tasks without constant supervision. Has a performance rating (raw score) of 2.4 or better for 4th performance review..