



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**May 15, 2023**

**Committee #2 met on Monday, May 15, 2023 immediately following the scheduled Committee #1 meeting in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: John Monarski, Chuck Hull, and CW King

Mayor/Other Council Members present: Paul Nadreau

Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Public Works Director/Utilities Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Fire Chief Jason Thom; Water Supervisor Matt Boos; Utilities Office Manager Connie Freagon; and City Clerk Bridget Givens.

Call to Order: 10:15 am

**1. Discuss potential changes to the Director of Public Works/City Engineer/Utilities Manager and Assistant City Engineer positions. Possible recommendations to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised the Committee of his upcoming retirement in July. He provided an overview of the history of his position and how the Utilities Manager title was acquired. As the City prepares to advertise for the position, Rubenzer provided updated job descriptions wherein the Director of Public Works/Utilities Manager position would be separate from the City Engineer position. This would result in the elimination of the Assistant City Engineer position.

Discussion was had relative to qualifications for both positions, salary, and the structure of engineering/public works departments in similarly sized communities.

**Motion by Monarski/King** to recommend Council approve splitting the City Engineer and Director of Public Works/Utilities Manager into two separate positions. **All present voting aye, motion carried.**

The job descriptions will be further refined and brought back for additional consideration along with recommended placement on the administrative pay grid.

**2. Discuss Fire Department hiring incentives. Possible recommendations to the Council.**

Committee #1 recommended reaching out to the union to determine if an EMT Basic category could be created.

**No action taken.**

**3. Adjournment**

**Motion by King/Hull to adjourn at 10:51 am. All present voting aye, motion carried.**

**Minutes submitted by:  
John Monarski, Chair**

**City of Chippewa Falls  
Job Description**

**Job Title:** Director of Public Works/~~remove City Engineer~~/Utilities Manager  
**Department:** Public Works  
**Reports to:** Mayor and the Common Council  
**FLSA Status:** Exempt  
**Prepared Date:** April, 2023  
**Salary Grade:** 18

**SUMMARY**

Plans, administers and directs the municipal public works construction and maintenance programs for the City of Chippewa Falls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following, however, other duties may be assigned:

Plans and directs all activities of the City's public Works programs.

Directs, supervises and coordinates all public construction and maintenance projects, involving City streets, bridges, curbs gutters, landfill, water plant, and wastewater treatment plant. Responsible for in-house design functions.

Advises the Mayor, Common Council, various boards and commissions on technical engineering problems.

Prepares project specifications, bid invitations and reviews project cost estimates.

Receives complaints and problems from the public and ascertains that they are resolved.

Prepares, records and bills special assessments.

Prepares annual Engineering Department Budget and Budget for Public Works Capital Outlay Projects and activities. Performs general oversight for operation budgets for all Public Works divisions.

Maintains engineering records and files.

Coordinates files and office work.

Assures the maintenance and repair of automotive and mechanical equipment operated by the department.

Develops effective working relationships with the general public, contractors, vendors, public utilities and State agencies.

Supervises the preparation and revision of City maps, records and plats.

Administers Public Works Contracts.

Coordinates and advises consulting engineers on City, State and Federal projects being undertaken by the City.

Prepares long-range plans as required by the Common Council.

Keeps technologically current in the Municipal, Water, Wastewater and Engineering fields through professional organizations, journal reviews, and continuing education classes and seminars.

Purchases and directs the acquisition of department equipment and property.

Attends City Council and committee meetings.

Serves as secretary for and prepares agendas and minutes for the city Plan Commission and Board of Public Works.

Performs engineering and land surveying designs, computation and drafting.

Authorizes or approves department expenditures.

Does related work as required.

#### **SUPERVISORY RESPONSIBILITIES**

Manages five subordinate supervisors who supervise a total of 40 employees in Public Utilities, Street and Assistant City Engineer Departments. Is responsible for the overall direction, coordination and evaluation of these units. ~~Also directly supervises four non-supervisory employees.~~ Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **COMPUTER SKILLS**

Must be proficient in the use of personal computers in an office environment. Knowledge of and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Must be proficient in financial, payroll and utility billing applications running on an IBM AS400. Knowledge and skills with use of SCADA equipment and CAD drawing applications. Should also have a basic understanding of Internet/e-mail access and use.

#### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B.A.) in Civil Engineering and ten plus years related municipal experience and/or training or an equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from citizens,

regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and boards of directors.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Wisconsin registration as a Professional Engineer.

Wisconsin registration as a Land Surveyor. (Desired but not necessary)

Valid Driver's license.

### **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 required to sit, use hands to finger, handle or feel and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance 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 the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and sometimes loud.

**City of Chippewa Falls  
Job Description**

**Job Title:** ~~Assistant~~ **City Engineer**  
**Department:** Public Works/Engineering  
**Reports To:** Director of Public Works/**Utilities Manager**  
**FLSA Status:** Exempt  
**Prepared Date:** May 16, 2017 **April 2023**  
**Salary Grade:** 15 **16-G \$94,406.71**

**SUMMARY**

Responsible for performing professional engineering work in the field and office for the City of Chippewa Falls Public Works Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following however, other duties may be assigned:

Prepares detailed municipal street and utility designs and specifications, such as storm and sanitary sewers, concrete and bituminous paving, sidewalks, water main, etc.

Meets with property owners, utility companies, State and local agencies, and other interested parties in regards to City construction projects and other City related projects.

Inspects and coordinates work of contractors on various City Projects.

Ability to prepare and present presentations in public and private forums.

Checks maps for completeness and accuracy.

Project Management, inspecting construction, maintaining a log of contract compliance and reviewing contract schedules for City construction projects and public improvements.

Prepares plans, specifications and cost estimates of public works projects, and assists Director of Public Works in long-range transportation improvement plan development.

Prepares special assessments for annual City construction projects and public improvements.

Prepares applications and reports and submits plans and specifications to regulatory agencies for approval.

Operates personal computer using Auto CAD and other engineering software. Experience with GIS and in AutoCAD Civil 3D preferred.

Administers the City's Storm Water Management Program including related consultant contracts and obtaining and compliance with a Wisconsin Discharge Permit.

Acquires right of way for local projects.

Serves as project design team leader for WISDOT projects.

Implements storm water management plan and administers local regulations as they apply to public and private development.

Reviews storm water management plans for compliance with City ordinances and State of Wisconsin requirements.

Supervises City Street Department personnel on an "as-needed" basis, assists in management of snow and ice removal team and assigns duties and performs daily tasks.

### **SUPERVISORY RESPONSIBILITIES**

Manages one subordinate supervisor who supervises 1 to 4 employees in the Engineering Department. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs on-call duties for the Street Department managing the snow removal team. Assists Street and Utility Maintenance Manager (SUMM) as needed and directs Street staff when SUMM is out of the office. Assists Director of Public Works in interviewing and selection of employees.

### **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs, and storm water management software. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree (B.S.) or equivalent in Civil Engineering; and six to eight years related experience and/or training; or an equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability

to effectively present information to top management, public groups and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Professional Engineering License  
Valid Driver's License

### **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 sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.