

CITY OF CHIPPEWA FALLS, WISCONSIN  
**NOTICE OF PUBLIC MEETING**

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of the:

**Committee No. 2**  
**Labor Negotiations, Personnel, Policy & Administration**

Will be held on **Thursday, June 15, 2023 at 9:00 AM, Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss potential changes to the Engineering Tech position. Possible recommendations to the Council.**
- 2. Discuss revisions to the Firefighter/EMT Job Description. Possible recommendations to the Council.**
- 3. Discuss appointment of an Interim Department of Public Works/Utility Manager. Possible recommendations to the Council.**
- 4. Discuss requests for pay adjustments and the possibility of conducting a wage study. Possible recommendations to the Council.**
- 5. Adjournment.**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

DUE TO COVID-19, PUBLIC ATTENDANCE IS AT YOUR OWN RISK.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on June 13, 2023 at 3:40 AM/PM by BG

**CITY OF CHIPPEWA FALLS  
JOB DESCRIPTION  
CIVIL ENGINEERING TECHNICIAN/~~RESIDENT PROJECT REPRESENTATIVE~~  
June 2023**

**GENERAL STATEMENT OF DUTIES**

Under general supervision of the Director of Public Works/remove / ~~Replace City Engineer with Utilities Manager~~ or his/her designated representative, to perform office work, field work and inspection work related to Public Works construction and maintenance projects and to perform related or other functions as may be assigned.

**ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:**

Perform specific duties assigned by ~~Director of Public Works/Utilities Manager~~ or City Engineer.

Perform typical surveying functions such as operating a Carlson ~~Remove Carlson~~ GPS unit, total station, automatic level and other survey equipment, taking topography, levels and construction staking, notes and grades.

Perform drafting of street plans and record draws ~~and As Built~~, revisions and updates of maps, survey calculations, general office work and calculations and estimates pertaining to public works construction projects.

~~Assists Civil Engineer and City Engineer with or performs project design, construction estimates and quantity calculations, bid quantitative analysis~~

Locate existing City infrastructure as requested through Digger's Hot Line.

~~Reviews existing records in preparation for street design~~

~~Responsible for PASER Street Surface System including the physical surface rating of all city streets~~

~~Performs Traffic Counts as directed and responsible for placement, purchase and maintenance of traffic counters.~~

Perform Inspection/~~Observation~~ on street construction and maintenance projects and keep records of construction.

Provide information from records to the public, contractors, utility representatives and other City departments.

GIS, asset management for City of Chippewa Falls infrastructure. ~~Remove entire sentence~~

Related work and other functions that may be assigned.

**ESSENTIAL KNOWLEDGE AND ABILITIES**

Ability to use surveying and drafting instruments.

Ability to use AUTOCAD/Civil 3D.

Ability to communicate effectively with the public and contractors.

Ability to take and reduce standard field notes.

Ability to perform surveying computations.

Knowledge of Public Works construction materials, methods and practices.

**DESIRABLE TRAINING AND EXPERIENCE**

Possession of a 2 year Associate Degree as a Civil Engineering Technician or a combination of civil engineering or related education and experience in surveying, construction inspection **or observation**, and civil engineering drafting. **A basic understanding of and working knowledge of GIS is a plus.**

Must possess a valid driver's license.





# Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

<b>Position:</b>	<b>FIREFIGHTER/EMT</b>
<b>Reports to:</b>	Fire Chief
<b>Union Representation:</b>	Represented
<b>Written By:</b>	Fire Chief, Jason Thom
<b>Revised Date:</b>	<b>06/12/2023</b>

## GENERAL STATEMENT OF RESPONSIBILITIES:

Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. The Firefighter/EMT responds to all types of fires and/or medical emergencies and performs those duties required for the effective control and suppression of fires and successful rescue operations.

## HOURS:

The Fire Fighter/EMT works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle. The 24 hour duty shifts begin at 07:00 am and goes until 07:00 am the following day. The Firefighter/EMT is on call for emergencies 24 hours a day.

## DISTINGUISHING FEATURES:

Firefighter/EMT may perform many types of hazardous duties during emergency situations and under extremely adverse conditions.

## DUTIES:

- Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required
- Performs all maintenance and housekeeping functions associated with the good order of the fire station and facilities
- Attends classes, drills and lectures on fire suppression, fire prevention, rescue emergency first aid and any other training subjects as directed
- Performs all general duties related to fire suppression and rescue including climbing, running, lifting, crawling, laying out fire hose and any other duties as directed
- Gives public education safety presentations to various community groups and organization, and the general public
- Firefighting duties and medical treatment of patients
- Inspects and maintains all types of medical equipment and supplies
- Performs any other duties as directed or required

**QUALIFICATIONS:**

- Ability to work in harmony as a member of a fire suppression team
- Ability to work under stress during dangerous and extremely adverse conditions
- Nationally Registered and/or Wisconsin State licensed as an EMT
- Certification as Firefighter 1
- Must possess a valid Wisconsin State driver's license
- Maintain CPR certification

**TRAINING AND EXPERIENCE:**

- Graduation from high school supplemented by technical college courses in firefighting, fire prevention, rescue, hazardous materials response, CPR/First Aid, EMT certification, supervisory methods and related subjects; or any combination of training and experience which provides the required knowledge, skills and abilities.