



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**June 25, 2024**

**Committee #2 met on Tuesday, June 25, 2024 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: John Monarski, CW King, Paul Nadreau

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer; Director of Public Works/Utility Manager Brandon Cesafsky; Fire Chief Jason Thom; Parks, Recreation, and Forestry Director John Jimenez; GIS Specialist Nick Wagner; Lead Janitor Scot Michels; and City Clerk Bridget Givens.

Call to Order: 9:00 am

**1. Discuss revisions to Wastewater Operator Job Description. Possible recommendation to the Council.**

Director of Public Works/Utility Manager Cesafsky provided an updated Wastewater Operator Job Description. The recommendation was made to revise the requirement for a Commercial Driver's License (CDL) to include either possession of a valid CDL or the ability to obtain it within six months of employment. Cesafsky felt this would open the applicant pool.

**Motion by Monarski/King** to recommend Council approve the revised Wastewater Operator Job Description as presented. **All present voting aye, motion carried.**

**2. Discuss Wellness Committee Proposal to hold a wellness event in conjunction with the safety picnic. Possible recommendation to the Council.**

Parks, Recreation, and Forestry Director Jimenez appeared on behalf of the Wellness Committee and presented their proposal to hold a wellness event in conjunction with the annual safety picnic. The Wellness Committee is requesting the event be moved to Casper Park and to allow employees who are able to attend an extended lunch break from 11:30 am – 2:00 pm. They are also requesting that offices that have the ability to close be authorized to do so on the day of the event during the stated timeframe.

**Motion by Monarski/Nadreau** to recommend Council approve the Wellness Committee Proposal to hold a wellness event in conjunction with the safety picnic and to authorize those offices that are able, to close between 11:30 am – 2:00 pm to attend the event. **All present voting aye, except King who abstained, motion carried.**

### 3. Adjournment

Motion by Monarski/Nadreau to adjourn at 9:17 am. All present voting aye, motion carried.

Minutes submitted by,  
John Monarski, Chair

Department of Public Utilities

City of Chippewa Falls - Job Description – Wastewater Treatment / Collection System Operator

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**POSITION TITLE:** Wastewater Treatment / Collection System Operator  
**DEPARTMENT:** Public Utilities  
**DIVISIONS:** Wastewater  
**REPORTS TO:** Wastewater Supervisor  
**HOURLY RATE:**  
**LAST UPDATE:** 7/24

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**SUMMARY**

The Department of Public Utilities will provide public health protection and environmentally sound and innovative utility services to our customers by providing safe drinking water and the highest level of wastewater service in a cost-effective manner. The Wastewater Treatment/Collection System Operator, operates and maintains the wastewater treatment plant and collection system infrastructure.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

- In accordance with the Utility's mission and goals; to control, operate and maintain the different process units at the wastewater plant including but not limited to the following:
  - Primary and secondary settling
  - Aeration
  - Chlorination
  - Phosphorus removal
  - Grit removal
  - Solids thickening and solids dewatering systems
  - Loading and Hauling materials
- Knowledge of and ability to safely operate and maintain an array of heavy construction equipment including but not limited to an end loader, plow truck, sewer cleaning / jet truck, skid steer, and truck mounted hoist.
- Operate, regulate, and maintain all mechanical equipment, buildings and grounds at Wastewater Department facilities.
- Operate and perform preventive and corrective maintenance on all facility and lift station equipment.
- Collect samples and perform process control testing (phosphorus, nitrate, settling, SS, Cl<sub>2</sub> residual etc.) and evaluate results.
- Perform basic Laboratory analysis in accordance with WI DNR requirements.
- Consult with superiors and peers on plant operation and make and carry out recommendations based on test results and observations to improve plant performance.
- Coordinate optimum operation of sludge pumping, wasting, solids thickening and dewatering runs (includes chemical conditioning of all solids).
- Control rates of chlorination and de-chlorination and maintain gas chlorination and de-chlorination equipment.
- Schedule, clean, inspect, and maintain accurate records of collection system cleaning.
- Operate, regulate, and/or maintain the sanitary sewer collection system.
- Operate and maintain biosolids application equipment and accurate records of application.
- Perform routine cleaning duties, snow removal and grass cutting at treatment facilities.
- Perform Confined Space Entry work.
- Communicate with other operators and/or supervisors to coordinate materials handling and delivery.
- Perform necessary maintenance and preventative maintenance to assigned machinery and equipment.
- Respond to emergency situations including sewer back-ups, power outages, snow and ice events, high water, washouts, and others as directed.

## Department of Public Utilities

### City of Chippewa Falls - Job Description – Wastewater Treatment / Collection System Operator

- Ensure proper traffic control is set up for each project or work zone.
- Safely traverse the terrain and thorough understanding of limitations of equipment.
- Work with supervisor and other employees to ensure that buried private utilities are properly located prior to excavation work. Expose buried utilities with hand tools and never with heavy equipment.
- Assist in keeping operation and maintenance records.
- May be assigned to serve as DNR designated Operator-in-Charge in absence of Wastewater Supervisor.
- Other duties or functions may be assigned.

#### SUPERVISORY RESPONSIBILITIES

- None

#### WORK SCHEDULE

- This position works a standard 40-hour week.
- Overtime will be needed and required for this position.
- Call-ins for winter maintenance and wastewater emergencies will be required for this position.
- Paid On-call rotation schedule for Wastewater systems is required for this position.

#### 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.

#### EDUCATION, LICENSES, CERTIFICATIONS, AND/OR EXPERIENCE

- High School diploma or equivalent.
- Possession of valid Commercial Driver's License (CDL) or ability to obtain within six months of employment. (two years' experience preferred) Endorsements to include:
  - Air brakes,
  - Tanker (desirable)
- Must be familiar with safe operation of heavy trucks (over 26,000 G.W.)
- Confined entry space education and participation.
- Must be 18-years old.
- Must possess or acquire the following WI DNR Certifications within the time frames listed below:
  - Operator in Training (OIT) – Within 1 year of hire
  - Operator Basic (OB) – Within 5 years of hire.
  - Operator Advanced (OA) - Within 5 years of obtaining OB Certification.
  - Required Subclasses
    - B (Solids Separation)
    - A1 (Biological Treatment Suspended Growth)
    - C (Biological solids Sludge Handling, Processing, and Reuse)
    - D (Disinfection)
    - P (Nutrient Removal – Total Phosphorus)
    - SS Sanitary Sewerage Collection System
  - Any future required certifications or ability to obtain certifications within one year.

#### ESSENTIAL KNOWLEDGE AND ABILITIES

- Ability to operate standard office equipment and the ability to use email, internet, word processing, spreadsheet and database programs

## Department of Public Utilities

### City of Chippewa Falls - Job Description – Wastewater Treatment / Collection System Operator

- Strong mechanical aptitude and ability to diagnose mechanical failures and defects.
- Knowledge of the operation, maintenance, and repair of wastewater plant mechanical systems, machinery and apparatus.
- Ability to operate various types of power and hand tools and machinery used in mechanical maintenance work.
- Considerable knowledge of occupational hazards and safety requirements in the maintenance of the collection system and a wastewater facility. Ability to diagnose mechanical failures and defects.
- Familiarity with basic electricity, plumbing and instrumentation concepts.

#### COMMUNICATION SKILLS

- Ability to communicate effectively, both written and verbally, with other members of the staff, supervisor, contractors, and the public.
- Ability to work effectively as an individual as well as within a team setting.

#### MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

#### REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

#### SUPERVISION/DIRECTION RECEIVED

- Director of Public Works / Utilities Manager
- Wastewater Supervisor

#### PHYSICAL AND WORK ENVIRONMENT

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

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Steel toed shoes required anytime foot crushing hazards are present. Employees will be eligible for a Protective Footwear stipend per HR Policy.
- Employee will be subject to cold, heat, wet, sun, dust, noise, moving mechanical parts, and vibration.
- Employee will work with toxic and caustic chemicals, dangerous gasses, high heights, and precarious places.

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**POSITION TITLE:** Wastewater Treatment / Collection System Operator  
**DEPARTMENT:** Public Utilities  
**DIVISIONS:** Wastewater  
**REPORTS TO:** Wastewater Supervisor  
**HOURLY RATE:**  
**LAST UPDATE:** 4/24

### SUMMARY

The Department of Public Utilities will provide public health protection and environmentally sound and innovative utility services to our customers by providing safe drinking water and the highest level of wastewater service in a cost-effective manner. The Wastewater Treatment/Collection System Operator, operates and maintains the wastewater treatment plan and collection system infrastructure.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- In accordance with the Utility's mission and goals; to control, operate and maintain the different process units at the wastewater plant including but not limited to the following:
 

<ul style="list-style-type: none"> <li>○ Primary and secondary settling</li> <li>○ Aeration</li> <li>○ Chlorination</li> <li>○ Phosphorus removal</li> </ul>	<ul style="list-style-type: none"> <li>○ Grit removal</li> <li>○ Solids thickening and solids dewatering systems</li> <li>○ Loading and Hauling materials</li> </ul>
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- Operate and perform preventive and corrective maintenance on all facility and lift station equipment.
- Collect samples and perform process control testing (phosphorus, nitrate, settling, SS, Cl2 residual etc.) and evaluate results.
- Perform basic Laboratory analysis in accordance with WI DNR requirements.
- Consult with superiors and peers on plant operation and make and carry out recommendations based on test results and observations to improve plant performance.
- Coordinate optimum operation of sludge pumping, wasting, solids thickening and dewatering runs (includes chemical conditioning of all solids).
- Control rates of chlorination and de-chlorination and maintain gas chlorination and de-chlorination equipment.
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- Operate and maintain biosolids application equipment and accurate records of application.
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- Other duties or functions may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None

### **WORK SCHEDULE**

- This position works a standard 40-hour week.
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### **ESSENTIAL KNOWLEDGE AND ABILITIES**

- Ability to operate standard office equipment and the ability to use email, internet, word processing, spreadsheet and database programs
- Strong mechanical aptitude and ability to diagnose mechanical failures and defects.

## Department of Public Utilities

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#### SUPERVISION/DIRECTION RECEIVED

- Director of Public Works / Utilities Manager
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Subject: Proposal for Wellness Committee Event for City of Chippewa Falls Employees

Dear City Council Members,

As representatives of the Wellness Committee for the City of Chippewa Falls, we are excited to propose a wellness event aimed at promoting employee well-being and fostering a sense of community amongst the City employees. We envision hosting this event on the same day as the upcoming Safety Committee Picnic in August, providing an opportunity for employees to engage in outdoor activities such as corn hole, kickball, and Frisbee golf after enjoying their meal.

The primary objectives of this wellness event are as follows:

1. **Promotion of Physical Health:** Encouraging employees to participate in outdoor activities promotes physical fitness and overall well-being.
2. **Enhancement of Team Cohesion:** Participating in recreational activities fosters a sense of camaraderie and teamwork among employees, which can positively impact morale within the workplace.
3. **Stress Reduction and Mental Well-being:** Offering dedicated time for outdoor activities during the workday allows employees to unwind, recharge, and connect with coworkers they don't often see.
4. **Work-Life Balance and Employee Satisfaction:** Providing opportunities for employees to participate in wellness activities during paid work time demonstrates our commitment to supporting their well-being and promoting a healthy work-life balance.

We are suggesting that the Safety Picnic/Wellness Event be held at Casper Park to accommodate the addition of these proposed activities. Last year's Safety Committee Picnic was held at Irvine Park from 11:30 am to 1:00 pm. It has always been the unwritten rule that you take your normal half-hour lunch break to enjoy the lunch. We are asking that employees are allowed to stay longer to have some fun! We would like to extend the time to 2:00 pm.

We would like to emphasize that there will be no additional cost to the City for hosting this event as our Parks and Recreation Department has all the equipment needed.

We respectfully request the City Council's support in approving our proposal. We are confident that by coordinating this event in conjunction with the Safety Committee Picnic, we can create a memorable and impactful experience for all employees of the City of Chippewa Falls.

Sincerely,

The City of Chippewa Falls Wellness Committee