

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:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Tuesday, September 19, 2017 at 8:30 AM in the 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. **Open Session**
2. **Discuss request to fill Wastewater Treatment/Collection System Operator vacancy. Possible recommendations to the Council.**
3. **Discuss placement of new Battalion Chief and future promotions to Battalion Chiefs on Administrative Pay Grid. Possible recommendations to the Council.**
4. **Discuss options for temporary help in the Finance and Administration Office. Possible recommendations to the Council.**
5. **Contemplated Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to:**
 - a. **Discuss benefits for Fiscal Clerk I candidate.**

May return to open session. Possible action on closed session item.
6. **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.

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 September 15, 2017 at 4:05 pm by BNG.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Wastewater Treatment/Collection System Operator
DEPARTMENT: Wastewater Treatment
DATE APPROVED: 2/1/2016
REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

In accordance with the Utility's mission and goals; to control, operate and maintain the different process units at the wastewater plant, i.e. primary and secondary settling, aeration, chlorination, phosphorus removal, grit removal, solids thickening and solids dewatering systems and other wastewater equipment. To operate, regulate, and maintain all mechanical equipment, buildings and grounds at Wastewater Department facilities. To operate, regulate, and/or maintain the sanitary sewer collection system.

MAJOR FUNCTIONS

- 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 dechlorination and maintain gas chlorination and dechlorination equipment.
- Clean and inspect sanitary sewer piping system.
- Operate and maintain sewer jet truck and equipment.
- Perform Confined Space Entry work.
- Schedule and maintain accurate records of collection system cleaning.
- Operate and maintain biosolids application equipment and accurate records of application.
- Perform routine cleaning duties, snow removal and grass cutting at treatment facilities.
- Respond to after-hours emergencies.

SECONDARY/PERIODIC FUNCTIONS

- Assist in keeping operation and maintenance records.
- Perform other Utility related work as required.
- Assist Public Works Department with snow removal.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

KNOWLEDGE, SKILLS & ABILITIES

- Willingness to work some weekends and holidays.
- Strong mechanical aptitude.
- 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.
- Knowledge of occupational hazards and safety requirements in the maintenance of the collection system.
- Knowledge of occupational hazards and safety precautions used in a wastewater facility.
- Ability to recognize the dangers in equipment operation and methods of safe operation and maintenance.
- Alertness in noting possible malfunctions in mechanical equipment.
- Ability to work effectively as an individual as well as within a team setting.
- Ability to write and speak effectively.
- Ability to lift and/or move up to 50 lbs routinely and up to 100 lbs occasionally.
- Carefulness and alertness in operating equipment and performing physical operations.
- Ability to establish and maintain effective working relationships with City Officials, staff members, contractors, and the general public.
- Ability to drive the Utilities various vehicles/equipment in varying weather conditions.
- Familiarity with basic electricity, plumbing and instrumentation concepts.
- Ability to withstand all environmental conditions at any time for extended periods of time, hot or cold temperatures, noise, chemical atmospheres and noxious odors.

QUALIFICATIONS, TRAINING AND EXPERIENCE

- High School diploma or equivalent
- Must possess or acquire a WI DNR Operator-in-Training Certification within 1 year.
- Must possess or acquire a WI DNR Basic Level Certification A1, B, C, D, P (or equivalent) within 5 years.
- Possession of a valid Wisconsin Driver's License.
- Possession of a valid Wisconsin Commercial Driver's License or ability to obtain within six months of employment.