

All present are expected to conduct themselves in accordance with our City's Core Values



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee	*REVISED*
Date/Time:	Monday, August 12, 2024 at 4:45 PM	
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor	
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney	

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of July 8, 2024 Minutes.
- 2) Human Resources Report for July 2024.
- 3) Discussion and Possible Action Regarding the Discretionary Performance Incentive (DPI) Program.
- 4) Discussion and Possible Action to Approve the Senior Collection System Technician Job Description.
- 5) Discussion and Possible Action to Ratify the July 8, 2024 HR Committee Meeting Item 3 (Discussion and Possible Action to Restructure the City of Wausau Animal Control Program) in Open Meeting Format Due to Inadvertent Locked Door at City Hall.
- 6) Adjournment.

Becky McElhaney, Chairperson

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail james.henderson@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendaized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 08/08/2024 at 1:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: June 10, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens
MEMBERS ABSENT: Vicki Tierney
Also Present: Kaitlyn Bernarde, Captain Nathan Cihlar, Tegan Troutner

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of the June 10, 2024 Minutes.

Motion by Kilian to approve the June 10th minutes. Second by Martens. All ayes. Motion passed 4-0.

Human Resources Report for June 2024.

No questions were posed regarding the report.

Discussion and Possible Action to Restructure the City of Wausau Animal Control Program.

McElhaney said that this item was tabled last month to bring back information on the qualification requirements included in the original job description for the Human Officer position. McElhaney asked if there were any questions regarding the qualifications or any questions regarding the proposed restructuring of the animal control program.

Motion by Martens to approve the proposed restructure of the animal control program. Second by McElhaney.

Kilian said that the proposal was well thought out. She reached out to several professionals from area veterinarian clinics for their views on what is needed to handle animals, and all felt that it is necessary to have more than a 40-hour certification to be able to adequately handle animals.

Gisselman had questions about the training and appointing of a Humane Officer according to the Wisconsin Department of Consumer Trade and Protection. Troutner clarified that, though the City has a position called a Humane Officer, it does not have the same requirements as Gisselman outlined and is not an appointed position. The proposed program would replace the full-time Humane Officer position with part-time positions. Cihlar provided more information about the 40-hour training, training provided by and partnership with the Humane Society of Marathon County for staff, and current animal handling by the department. Cihlar said that they have had discussions with the Humane Society, the Sheriff's Department, and neighboring law enforcement about the proposed program and working together in the future to provide a more beneficial program.

Gisselman asked about the length of employment for the CSO's and how the department plans to handle training if the CSO's do not stay on long. Cihlar said that they have several CSO's who have been with the department for several years and if the CSO's become Police Officers, they would be a resource for others down the road.

Kilian asked how the department could handle animals without someone who has training and experience. Cihlar said the Police Officers and CSO's respond to anywhere from 500 to 800 animal calls per year and average 1 injury per year (minor scratches or bites requiring a band aid and no lost time).

Gisselman asked if this item needed to go to the Finance Committee. McElhaney said it is budget neutral, so it does not need to go to Finance, only to Council.

Troutner clarified that the current budget for this program will end in October of this year, and the program would restart in January of 2025. McElhaney asked what will happen between October and January. Chief Barnes said that the department would suspend the program but continue to respond to calls as they have all year long. Barnes said they would like to onboard three individuals to start in early 2025. Gisselman said he feels the City is losing the professional aspect of the program. Barnes said that the department would never send anyone out to calls who they aren't confident can handle the duties and believes that the proposed program is going to provide a better service to the community at a lesser cost. The level of training needed to be successful will be provided along with training and partnerships from others such as the Humane Society and Sheriff's Department. Barnes said the program does not currently work because it was built around a single employee. Barnes said the City can continue as-is and ask the Finance Committee for additional funding, or it can approve the new model. Kilian said she thinks the City could come up with additional money to keep the Human Officer position.

Martens said that he agrees with hiring multiple part-time people to allow for more coverage and flexible scheduling. McElhaney shared her experience as a citizen member when the City first began to look at an animal control program and her experience as an alder taking calls from citizens related to animal matters. McElhaney said she is looking at this as an animal control program and after talking with the department and reviewing all the data presented, she will support the proposed program because she believes the community will receive a better service. Kilian proposed using CSO's during the time the Human Officer is not working.

The committee voted on a motion to approve the proposed restructuring of the animal control program. *Vote 2-2 (Kilian and Gisselman were the dissenting votes).* Item will go to Council.

Discussion and Possible Action Regarding Vacation Accruals Above Employee Handbook Maximum.

McElhaney explained that some employees have vacation accrued above the maximum allotted amount due to various projects, most recently the implementation of Workday. Exceptions to

the maximum in the past were waived by the mayor. Mayor Diny asked the committee to review this item and determine how to handle it moving forward so that there is a formal policy in place. Henderson said that he would like direction from the committee on drafting policy. Henderson said that he would like to see the City remain flexible on granting exceptions, but something needs to be put in place regarding timelines for use and payout at the end of employment.

Kilian recommended that Henderson provide suggestions as to what the best policy would be.

Martens said that he would hate to see anyone lose their accrued vacation as the exceptions were granted as a sort of reward for doing work above and beyond their normal duties but understands how it could affect the budget if the City had to pay out all accrued vacation over the maximum outlined in the handbook.

McElhaney said that a vote is not needed on this item. The committee has directed Henderson to draft a policy based on the committee's discussion and any input from stakeholders for review and approval by the committee.

Adjournment.

Motion to adjourn by Kilian. Second by Martens. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=ozdK8096u4U>



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
61	48	4	9

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
6	2	1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
11	2	9

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Arm	Medical	Closed	02/08/24
Police	Knee injury	Medical	Open	03/12/24



HR PERFORMANCE REPORT

Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24
DPW	Ankle	Medical	Closed	05/18/24
DPW	Finger	Medical	Closed	05/25/24
Police	Privacy Case	Medical	Open	06/06/24
DPW	Eye	Medical	Open	06/19/24
Police	Foot	Medical	Open	07/05/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	7/10
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	
Chase Paul	Water	Water Plant Operations Technician	7/08	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
29	14	11	4



HR PERFORMANCE REPORT

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	Attorney’s - 1
Metro Ride – 6	Water - 3	Assessment - 2	
Police - 3	Fire - 6	Community Dev - 1	

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Transit Operations Supervisor	1	5/26	In Process
Police Officer	1	New Position	Recruitment closes 8/04
Firefighter/Paramedic	8	2 new '22, 3/25, 3/28, 6/02, 6/25, 7/05, 7/16	3 Candidates in Process to Hire; Closed 7/31 for add'l candidates.
Building Maintenance Technician – DPW	1	3/07	In Process
Senior Water Distribution Maintainer	1	5/08	In Process
Assessment Office Technician	1	7/15	Closes 8/11



HR PERFORMANCE REPORT

Utility Worker – Transit	1	7/10	Closes 8/15
Bus Mechanic I – Transit	1	7/17	Closes 8/19

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Community Development Director	1	7/05	Awaiting Mayor’s direction.
Assistant City Attorney	1	7/19	Will repost for 3 rd attempt in September, per direction of City Attorney.
Water Distribution Maintainer	1	8/09	Superintendent would like to wait to post.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

August 2024

Agenda Item
Discussion and possible action to discuss DPIs
Background
<p>In our current employee handbook, council has authorized DPI (discretionary performance incentive). The program has been abused by certain departments and HR is seeking guidance on continuing policy, and if continued, how is it to be budgeted.</p> <p>The program almost unilaterally allows department Directors to give 4.5% raises to employees without many checks and balances. One of the criteria to receive incentive is the employee must receive and exceeds on their annual performance reviews. In my tenure with the city, which started at the end of 2022, I have noticed that most employee performance appraisals are exceeds. I feel this is a statistical impossibility and was told by a supervisor that “ I don’t want to be the reason an employee does not receive DPI, so I give exceeds”.</p> <p>Because of this program, our performance review system is ineffective. To give an example of how cost prohibitive this program has become, if an employee receives a 4.5% DPI, they will also receive the annual COLA, which is usually around 3% and their step increase of 1.5%. With a possible 9% increase plus newly approved certification pay for PW, which is a possible \$1.50 per hour benefit, the city will not be able to sustain wage growth at this rate. It also hampers internal equity within the department.</p>
Fiscal Impact
The current fiscal impact of policy is a possible 9% increase in wages in a given year
Staff Recommendation
Discuss and possible action on the viability of the DPI program
Staff contact: James Henderson (715-261-6634)

Human Resource Committee Packet

August 2024

Agenda Item
Discussion and possible action to approve job description for Senior Collection Tech
Background
Back in September of last year, HR committee approved the addition of 3 positions to the staffing plan for Water and Sewer. One of the positions, Senior Collection Tech is a new position, therefore the job description must be approved by HR Committee.
Fiscal Impact
The current fiscal impact of new position is as follows; the position is classified in salary grade 18. Min \$48,297.60 Mid \$59,363.20 Max \$67,620.80
Staff Recommendation
Discuss and possible action on approving job description for newly created Senior Collection Tech
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION

Senior Collection System Technician

Job Title:	Senior Collection System Technician	Reports To:	Collections System Supervisor
Department:	Public Works & Utilities	FLSA Status:	Non-Exempt
Division:	Wastewater	EEO Code:	8-Service-Maintenance
Salary Grade:	18	Job Code:	CW
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

This position is responsible for providing uninterrupted service to all customers by conducting and coordinating sewer collection maintenance, identifying problems, determining appropriate corrective actions, and operating specialized equipment to clean and repair sanitary sewers land manholes. This is accomplished by working closely with the Collection System Supervisor to ensure that these tasks are completed in a safe and timely manner.

Essential Duties and Responsibilities

1. Leads the Collection System operations team by establishing and prioritizing daily work, assigning tasks, assessment of crew, equipment and tools needed for tasks and reviewing completed work of maintenance and construction projects. Provides regular updates to supervisor.
2. Determine the proper use and maintenance of equipment including safety personal protective equipment (PPE). Properly select the appropriate safety equipment and PPE per assigned task. Ensure crewmembers follow safety procedures and use correct PPE for task. Assist with the maintenance and repair of multi-gas detectors.
3. May write S.O.Ps for equipment operation and job task procedures.
4. Review crew timesheets each week for accuracy and proper job costing.
5. Assist the Collections System Supervisor with training of staff.
6. Respond to public complaints, service requests and inquiries.
7. Orders parts, materials, and equipment as needed, adhering to the City's Procurement Policy. Monitors material and asset inventories. Tracks purchases and code invoices correctly for payment.
8. Work with the Collection System Supervisor to schedule and coordinate repairs to equipment, make recommendations on vehicle or equipment replacement, help research new equipment, scheduling demonstrations and assist in writing specifications for specialized tools and equipment.
9. Responsible for accurate GIS data entry, make edits/ map corrections in GIS and working closely with GIS Specialist to create and update specific layers / tables within geo database

to track various tasks, information, plot/log point repairs, pipe patches and rehab work completed.

10. Works with Collection System Supervisor, Engineering, and GIS divisions to assist with the coordination of future sewer main replacement and/or rehabilitation, preventative maintenance and make recommendations on project plans to verify the best interest of the department and city are being met.
11. Monitors sewer related construction activities associated with street reconstruction projects and sewer lining projects.
12. Prepare backup log reports. To include maps, photos and computer entry.
13. Locate sewer lines for contractors and utility companies, may contact Diggers Hotline for excavation projects as needed.
14. Coordinate and perform tasks of the collection system. To include the following: Repair and replace damaged sewer lines, force mains, and in-line sewer valves; direct tapping of sewer laterals and coordinate work schedule with contractors and plumbers, cleaning and unclogging the mainline pipe; rebuild manholes; responding to service requests and/or complaints; televising the gravity mainline and keeping records of work including footages and repairs; televising laterals using lateral launch equipment; locating laterals using pipe locator; take GPS coordinates using GPS device, drawing section maps of sewer lines; and locating points of inflow and infiltration.
15. Operate, and perform maintenance and repairs of all equipment. This includes: High pressure sewer cleaner (jetter), vac-truck and various attachments, rodder, trenchless rehab system, sewer televising inspection system with lateral launch, front end loader, skid steer, forklift, dump truck, sludge spreader, flushing tanker, air compressor, jackhammer, and concrete saw.
16. Assist in maintaining TV video system/software, coordinate televising tasks, transfer and log inspections, trouble shoot, oversee updates.
17. Assist Wastewater Treatment staff with the maintenance of Lift Stations as well as work with other departments as needed. Duties may include: snow plowing for DPW, repairing water main breaks for Water Distribution, or other work as deemed necessary for inner department aide.
18. Use and maintain snow removal equipment, including trucks with plows, end loader, snowblowers, and other various equipment as needed.
19. Other duties as assigned.

Additional Duties and Responsibilities

- Perform all duties associated with the Collection System Technician position.
- Assume daily responsibilities of the Collection System Supervisor in their absence.
- Performs other tasks and projects as assigned by the Wastewater Superintendent or his/her designee.

Education and Experience Requirements

- High School Diploma or equivalent with a minimum of 4 years of experience in the construction, maintenance, or repair of municipal sewer collection systems or municipal water distribution systems.

- Possession of a valid Class A Commercial Driver's License (CDL) without restrictions on air brakes with Tanker (N) endorsement and maintain throughout employment or the ability to obtain within 12 months of employment.
- Technical Knowledge:
 - Experience in Microsoft Word, Excel, and Outlook (Email).
 - Must have intermediate understanding of computers, tablets, smart phones, and online computer-based applications, which includes accessing web-based platforms.
- Ability to obtain Wisconsin Department of Natural Resource certificate (WAC NR114) for the Sanitary Sewage Collection System (SS) within 18 months of hire and maintain throughout employment.
- Ability to obtain the following certifications within 2 years of hire and maintain throughout employment:
 - Sub-Surface Utility Locating Course
 - Sewer Cleaning 102 Course
 - NASSCO Pipeline Assessment Certification Program (PACP)
 - NASSCO Lateral Assessment Certification Program (LACP)
 - NASSCO Manhole Assessment Certification Program (MACP)
 - NASSCO Inspector Training Certification Program (ITCP)

Preferred Qualifications

- Class A with tanker (N) endorsement Commercial Driver's License without restrictions on air brakes issued by the State of Wisconsin
- Wisconsin Department of Natural Resource certificate (WAC NR114) for the Sanitary Sewage Collection System (SS)
- Certifications in the following:
 - Sub-Surface Utility Locating Course
 - Sewer Cleaning 102 Course
 - NASSCO Pipeline Assessment Certification Program (PACP)
 - NASSCO Lateral Assessment Certification Program (LACP)
 - NASSCO Manhole Assessment Certification Program (MACP)
 - NASSCO Inspector Training Certification Program (ITCP)

Knowledge, Skills, and Abilities

- Physically able to perform heavy manual work in all weather conditions.
- Able to physically perform all duties outlined in the job description as well as all assigned assisting work as referred to in job description.
- Ability to perform manual labor. Must be able to frequently lift and/or move up to 125 pounds.
- Knowledge of all applicable safety practices, procedures, and regulations.
- Ability to work in confined spaces and be able to enter and exit these confined spaces.
- Knowledge of safe and efficient operation of conventional and specialized large and small vehicles and construction equipment typically used in sewer system maintenance.
- Knowledge of the proper methods, tools, materials, and equipment used for the repair and maintenance of sanitary sewer collection systems.
- Required to participate in rotating on-call 24-hour call shift to respond to emergencies. Must be able to answer and respond to emergency call-ins within a reasonable time in such instances.
- Ability to use a smart phone, tablet, or PC to navigate the City GIS system and related computer software. Ability to understand and operate equipment control panels.

- Strong attention to detail, ability to make sound decisions, and ability to work independently with minimum supervision.
- Must be able to work well under pressure and with changing demands of the job. Changes in staffing levels, City capital projects, plant and collection system emergencies, and nonscheduled tasks, may all result in immediate changes of job assignments related to plant and collection system.
- Ability to cooperate and communicate with other members of the staff, supervisor and public.
- Ability to perform basic mathematical calculations.
- Ability to follow directions and complete work and establish priorities.
- Ability to interpret a map and written directions.
- Ability to review and interpret construction plans.
- Ability to follow verbal and written orders.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to maintain an even-tempered demeanor when dealing with adverse situations with Collection System Supervisor, co-workers, and customers.

Physical and Working Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting objects weighing up to 125 pounds, fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; poor illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminants, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

DRAFT

Human Resource Committee Packet

August 2024

Agenda Item
Discussion and possible action to ratify the HR Committee meeting Item 3 in Open Meeting format from July 8 due to inadvertent locked door at city hall.
Background
At July's HR Committee meeting, the committee discussed and voted on the PD's plan to reorganize the Humane Officer position. At some point during the meeting, the automatic door was inadvertently locked at City Hall. To be totally transparent, we are requesting full committee recertify the action taken on proposed change in Humane Officer position.
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on recertifying action taken in July meeting regarding Humane Officer reorganization.
Staff contact: James Henderson (715-261-6634)