

**Village Of Cambridge**  
**Personnel Committee Meeting**  
**Amundson Community Center**  
**200 Spring St, Cambridge**  
Monday, April 11, 2022  
5:30 P.M.

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from Meeting: March 9, 2022
4. Public Appearances/Citizen Input
5. Discussion and Possible Action Regarding:
  - a. **Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works
  - b. Reconvene into Open Session
  - c. Possible action taken on closed session items
    - i. Public Works Director
    - ii. Public Works Laborer
6. Any Other Business to be Brought Before the Committee
7. Adjournment

**NOTE:**

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.
- 4.

Lisa Moen, Village Clerk /Administrator/Deputy Treasurer

**Village Of Cambridge Public Meeting  
Personnel Committee Meeting  
Amundson Community Center  
200 Spring St, Cambridge  
Wednesday, March 9, 2022  
5:30 P.M.**

1. Call To Order/Roll Call: Chairperson Schaefer Weiss called the meeting to order at 5:30 p.m. Members present: Trustees Kumbier, Franklin and Schaefer Weiss. Others present; Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Mark McNally, President; Nick Maas, Dancing Goat; Tod Lord.
2. Proof Of Posting: The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, and the Village Website.
3. Approval of Minutes from Meeting: March 1, 2022

*Trustee Franklin made a motion to approve the minutes as presented, seconded by Trustee Schaefer Weiss. Motion carried.*

4. Public Appearances/Citizen Input- Nick Maas expressed that he has never met Derek, nor has he asked for his "head on the chopping block" He stated he wants the staff to just do the jobs they are paid to do.
5. Discussion and Possible Action Regarding:
  - a. **Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of Village employees: Public Works
  - b. Reconvene into Open Session
  - c. Possible action taken on closed session items:

Trustee Schaefer Weiss had a letter of reprimand for Derek to review and sign. He agreed and signed and will be placed in his personnel file. Derek stated he will love to work with Nick Maas in the future.

6. Any Other Business to be Brought Before the Committee: Chairperson Schaefer Weiss asked to speak with Tod Lord. Tod explained that he is not a new employee anymore and he is caring, both the on-call phone as well as the DPW cell phone. He mentioned he still is at the same payrate as when he was hired but has a lot of responsibilities that he is tasked with.
7. Adjournment Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Chair Schaefer Weiss adjourned the meeting at 6:40p.m.

## DEPARTMENT OF PUBLIC WORKS DIRECTOR

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### Job Summary

This position will participate in the operational tasks of the department and utilities but also plans organizes and directs the operative public works functions, streets, sewer, water, and stormwater utilities, buildings grounds, parks and equipment. Supervisory duties include assignment of work, monitoring progress of work and making recommendations to the Village Board for disciplinary action or performance evaluations. The Director of Public Works reports to the Village Administrator, Water and Sewer Committee and the Village Board.

### Description of Work

This position performs administrative and supervisory duties in the Public Works Department. The Director of Public Works must be able to work side-by-side with Laborers in maintaining village-owned facilities and grounds and the street/sewer/water/stormwater infrastructure. Skilled work involves performing work in the operation of heavy equipment such as a tractor, mowers, dump trucks, brush chipper, skid loader, snow plow and wheel loader. Administrative duties involve working with the Village Treasurer to create the Public Works and Utility budgets, prepare bid documents and oversee Village projects. This position works closely with village staff, village officials, contractors, vendors, regulatory agencies and the general public.

**Examples of Work:** (Note; This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.)

- Supervise and maintain the day-to-day activities of all streets, parks and buildings/grounds operations.
- Maintain streets – cold patch, paint street markings.
- Drives dump truck, operates mowers, chippers and other light utility vehicles and specialized equipment.
- Mows and trims grass, picks up leaves, trims and remove trees and chips brush.
- Plow, salt and sand streets and shovel sidewalks.
- Maintains a maintenance schedule to inspect, service, wash and make minor repairs to vehicles and equipment.
- Maintains and empty all trash containers on Main Street and parks as needed.
- Supervise and maintain street signs, painting of posts, install new signs as necessary along with installing and maintain flags on Main Street. Install and maintain Main Street Christmas decorations and banners as necessary. Provide plant maintenance on Main Street and Downtown Park plantings, including watering and fertilizer as needed.
- Maintain Village street lights and posts.
- Maintain road to, and operations at, the Village Dump area off of Lagoon Dr.
- Supervise and maintain all village parks including, mowing, trimming, applying fertilizer, control weed growth and maintain all park playground equipment including picnic tables and benches.
- Supervise the safety conditions of work environments.
- Prepare the annual Public Works and Utility budgets together with the Village Treasurer.
- Prepare specifications and bid documents for truck and equipment replacement as well as bid documents for street, curb & gutter and/or sidewalk, utility projects.
- Work with Engineers, contractors and financial consultants as necessary.
- Work under diverse and changing weather conditions with the DPW crew and or water/sewer crew in the coordination of and participation in snow plowing and removal, repairs/maintenance of all Village streets, sidewalks, gutters, storm sewers, buildings, grounds and sewer and water infrastructure.
- Perform all administrative duties as directed by the Administrator, Water and Sewer Committee and/or Village Board.
- Assist water and sewer superintendent whenever needed with water mains, sewer back-up.
- On-call for water and sewer weekend duties on a rotating schedule.
- General maintenance at the Village Garage, Community Center and West Side Park warming room and bathrooms.
- Attend Village Board meetings, Water and Sewer Committee and other Committee meetings when requested by the Village President or Committee Chairperson.
- Keep accurate records and ensure accurate reports to the Wisconsin Department of Natural Resources (DNR), Public Service Commission (PSC), other regulatory bodies and entities as needed.
- Provide test results and reports to the Water and Sewer Committee.
- Perform other duties as assigned.

### Requirements

- Must be able to work independently without supervision.
- Must have CDL license or ability to obtain one within 3 months of hire
- Must have a high school diploma with 3-6 years of related work experience
- Strong public relations skills.

- Must obtain water certification (grade GD-1) and/or wastewater certification within 1 year of hire.

**Advanced Knowledge**

- Knowledge of sewer, water and street construction/repair/maintenance (including cleaning methods)
- Knowledge of vehicle and equipment maintenance/repair
- Knowledge of occupational hazards, safe work practices and environmental conditions and safety data sheets.
- Knowledge of laws and regulations relating to the streets, parks and water/sewer utilities in order to ensure compliance.
- Must have the ability to supervise and evaluate employees.
- Must have the ability to plan, organize and review the work of crews engaged in diversified public works and utility projects and services under all weather conditions.
- Must have the ability to communicate orally and in writing.
- Must have working knowledge of Internet, E-mail, Microsoft Word and Microsoft Excel.
- Must have the ability to work with and maintain budgets of significant size and cost responsibility.

## **Public Works Laborer Job Description**

This individual will be responsible for helping to maintain streets and parks, as well as assisting with operation and maintenance of the Village's water & wastewater system. Duties will include:

Streets - Plowing snow, patching streets, painting traffic markings, maintenance and repair of traffic signs, curbside collection of residential yard waste, mowing street edges, basic repair & maintenance of trucks, tractor, and associated equipment.

Parks - Mowing lawn, string trimming, maintenance and repair of playground equipment, maintenance and cleaning of park shelters and restrooms, trimming trees, basic daily maintenance of lawn mowers and other power equipment.

Basic maintenance and repairs of the Village Hall and other Village and utility owned property.

Utility: basic maintenance of equipment, flushing hydrants, water testing.

All other routine tasks as assigned by the Director of Public Works The successful applicant must be safety conscious and able to work independently on assigned tasks.

Other duties as assigned.

Weekend -on-call: be able to work a rotating schedule.

Work in all types of environments: extreme heat and cold. Most tasks are completed outdoors.

Be willing to work extended hours on nights, weekends, and holidays, mostly for plowing. Might be called in for other emergencies.

The applicant will need or be able to obtain a valid Wisconsin CDL, Wisconsin DNR Certifications & will need to be able to lift at least 50 pounds. A background check and drug test may be required.

Job Type: Full-Time (40 Hours per Week) Salary Range: \$17.00-\$20.00 per hour plus full benefits.