

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: 2016 Table of Organization Change: Community Service Officer

REPORT PREPARED BY: Sandy Rohrick, Human Resources Director

REPORT DATE: May 20, 2016

MEETING DATE: May 23, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Police Department currently employs two full-time Community Service Officers (CSO). These employees are responsible for policing parking violations throughout the city, as well as other duties. One of the two employees recently accepted a promotion, leaving a vacancy. This transition opened the door for evaluation and the opportunity to introduce a fiscally-neutral or reduced fiscal budget change by amending the vacant full-time position to a part-time positions.

The Police Department currently does not have an entry-level position for potential police officers in training. This transition could serve to provide that opportunity, beneficial for both the Police Department and potential police offers in training. The part-time positions would fill as-needed or available, no greater than the budgeted amount previously identified for the second full-time position.

STAFF COMMENTS:

Both Police Chief Domagalski and Human Resources Director Rohrick believe this effort is warranted. The hope is to recruit current students enrolled in political science or other like-degrees who are interested in part-time work.

ACTION REQUESTED:

Motion to recommend the Common Council approve a substitute to the 2016 Resolution modifying the Table of Organization for the Police Department, changing the number of Non-represented Community Service Officers from two full-time positions to one full-time position and additional part-time Community Service Officers as identified by the Police Department, not to exceed the approved personnel funding levels.

ATTACHMENTS:

None



DRAFT

Job Description

Job Title: **Arborist, Maintenance Worker III** **Department:** **Public Works**

Date Issue: May 23, 2016

Reports To: Superintendent of Parks & Forestry

Classification: Non - Exempt

Wage: Salary Grade MWIII

Position Summary

Under general supervision, performs skilled work maintaining trees and other vegetation primarily along Sheboygan City streets, parks and other public property. Work may include planting, trimming, removing trees and other vegetation using acceptable industry practices. Ability to operate aerial lift, chippers, boom truck stump grinders, chain saws, and other equipment required. Ability to use rope and saddle preferred. Arborist is required to exercise independent judgment while completing assignments. Employee may direct the activities of seasonal employees performing similar tasks. Employee has frequent contact with the public.

Essential Duties & Responsibilities

1. Prunes, spray/inject plant and removes trees in parks, along city streets, or on other public property using various means including ladders, aerial lifts, rope and saddle, and from the ground. The use of rope and saddle is not an essential duty but preferred.
2. Removes dead and hazardous trees on public property.
3. Plants trees along city streets, in parks, and other public areas.
4. Performs cabling and bracing work on trees, preferred.
5. Operates a variety of tools and equipment following instructions and safety standards to inspect and maintain plants. Equipment used may include aerial lift, chipper, chain saws, stump grinder, tree spade, tractors, and boom truck.
6. Provides guidance to seasonal employees regarding safety practices, methods of operating and setting up equipment, and property pruning and removing techniques.
7. Records work related information including work assigned and accomplished, materials, used, time-keeping etc. Updates and maintains tree management software.
8. Operate, perform related safety checks, and assist in the maintenance of aerial towers, assigned vehicles and other equipment. Operate snow removal equipment such as snow plow, snow blower, shovel, skid steer and utility work machines. Maintain chain saws and related equipment.
9. Develops solutions to work issues that add value for our customers.
10. Participates in establishing professional development goals that are supportive of broader city goals.
11. Maintains regular and predictable attendance. Works extra hours as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles and practices of industry standard tree pruning techniques and ability to apply knowledge.
- Knowledge of safety standards, practices and procedures related to arboricultural work and work as a team member in ensuring safe work practices are used.
- Knowledge of current tree removal practices and ability to apply techniques including rigging, preferred.
- Working knowledge of the proper methods of climbing trees and the necessary safety precautions involved and to work effectively in precarious positions at considerable heights above the ground.
- Knowledge to tree species and cultivars commonly used in parks and on streets and their characteristics and culture.
- Knowledge of tree planting techniques and ability to apply them.
- Ability to operate mechanical equipment such as aerial lift, chipper, chain saws, stump grinder, tractors, boom truck.
- Ability to use rope and saddle, tree spade, root cutter, cabling/bracing equipment is a plus.
- Ability to follow written and oral instructions.
- Ability to recognize diseases in trees.
- Physical stamina, strength, and agility and ability to perform assigned tasks in all weather conditions.
- Skill in the use of climbing spikes, rope and saddle, knots, and other tools commonly employed in pruning and removal operations preferred.
- Ability to work independently and direct the work of others.
- Understand the City's and department's mission, core values, plans, and priorities for the future.
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.

EDUCATION AND/OR EXPERIENCE:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

Possession of a valid Wisconsin Commercial Driver's License (CDL) with endorsements "ABCD" in good standing or the ability to obtain within three months of hire. Failure to obtain or maintain will result in termination of employment.

Possession of Wisconsin Department of Agriculture Commercial Pesticide Applicator Certification Category 3.0 Turf & Landscape preferred.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

LANGUAGE SKILLS:

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

MATHEMATICAL SKILLS:

Ability to provide basic and some advanced addition, subtraction, multiplication, division mathematical functions efficiently.

REASONING ABILITY:

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: 2016 Table of Organization Change: Arborist, Maintenance Worker III

REPORT PREPARED BY: Sandy Rohrick, Human Resources Director

REPORT DATE: May 20, 2016

MEETING DATE: May 23, 2016

FISCAL SUMMARY:

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BACKGROUND / ANALYSIS:

The Department of Public Works - Parks & Forestry Division has a few Maintenance Worker III positions assisting with the tree trimming requirements throughout the city. Department leaders have identified the need to modify one of these positions from that of a "Tree Trimmer" to the title of "Arborist", upgrading the educational requirements of the position. An arborist is a professional in the practice of arboriculture, which is the cultivation, management, and study of individual trees.

STAFF COMMENTS:

This migration in job title supports the transitioning needs within the city in light of the newly introduced Emerald Ash Borer (EAB). Hiring an individual with this skill-set will support the management of trees within the city, as well as continue to identify and/or perform tree trimming needs through the community.

The Arborist, Maintenance Worker III's new Education and/or Experience requirements will include the preferred certification by the Wisconsin Department of Agriculture Commercial Pesticide Applicator Certification Category 3.0 Turf & Landscape.

ACTION REQUESTED:

Motion to recommend the Common Council approve a substitute to the 2016 Resolution modifying the Table of Organization for the Department of Public Works, replacing one Maintenance Worker III – Tree Trimmer position with one Arborist, Maintenance Worker III position.

ATTACHMENTS:

- I. Draft job description: Arborist, Maintenance Worker III

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Consultative Opinion regarding the Section 105 Plan

REPORT PREPARED BY: Sandy Rohrick, Human Resources Director

REPORT DATE: May 20, 2016

MEETING DATE: May 23, 2016

FISCAL SUMMARY:

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BACKGROUND / ANALYSIS:

Earlier this year, Attorney Charles Adams was asked to research and gather a legal opinion regarding the Classic 105 Plan offered by Total Financial Group in an effort to make a decision on whether or not to move forward and offer the benefit to employees. Attorney Adams has narrowed his search to one firm – The Phia Group, LLC. This firm has offered to provide a *Consulting Opinion* regarding this program. Attorney Adams is requesting approval from the Salaries & Grievance Committee to move forward.

STAFF COMMENTS:

The Phia Group, LLC. is an experienced provider of health care cost containment techniques offering comprehensive consulting services, legal expertise, plan document drafting, subrogation and overpayment recovery, claim negotiation, and plan defended design to control costs and protect plan assets. It is the opinion of Attorney Adams that the Phia Group, LLC. is an appropriate venue to provide a *consulting opinion* regarding this program, including a brief assessment of the concerns and issues that are identified in the material provided by Total Financial Group.

ACTION REQUESTED:

Motion to approve moving forward in the direction identified, as well as approval of the costs involved. The fee quoted is a flat rate of \$600.

ATTACHMENTS:

None.