



City of Verona

PERSONNEL COMMITTEE

WEDNESDAY, JULY 5, 2023

5:30 P.M.

VERONA CITY CENTER – 111 LINCOLN STREET
CONFERENCE ROOM D110

AGENDA

1. Call to order
2. Roll call
3. Public Comment
4. Approval of minutes from the June 21, 2023 Personnel Committee meeting.
5. Discussion and Possible Action Re: Request for Public Works Maintenance position.
6. Discussion and Possible Action Re: Position description, reclassification, and compensation for the Building Facilities Manager position.
7. Discussion and Possible Action Re: Update on consulting services provided by McMahon Consulting Group.
8. Discussion and Possible Action Re: Cell Phone and Smartphone Policy.
9. Discussion and Possible Action Re: Request for part-time Fire Department Administrative Assistant position.
10. Discussion and Possible Action Re: Update on position requests for the 2024 budget.
11. Adjournment

Chad Kemp
Chairperson

POSTED:

Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

Notice is hereby given that one or more members of the Personnel Committee may participate in the meeting by telephone. As required by the Wisconsin Statutes, the City of Verona will provide the public with an effective means to monitor the committee member who is calling in to the meeting by providing speakers in the meeting room. Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Personnel Committee to gather information about a

subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

City of Verona
PERSONNEL COMMITTEE
WEDNESDAY, JUNE 21, 2023
VERONA CITY CENTER – 111 LINCOLN STREET
CONFERENCE ROOM D110

Chairperson Chad Kemp Called the meeting to order at 5:30 p.m.

Present were: Alderpersons Chad Kemp, Beth Tucker Long, Evan Touchette, Phil Hoechst, and Administrator Jamie Aulik.

There was no public comment.

Kemp moved, Tucker Long seconded convening into close session. Voting aye were Alderpersons Kemp, Tucker Long and Hoechst. The motion passed 3-0, and the committee convened into closed session at 5:37 p.m.

Hoechst moved, Tucker Long seconded reconvening into open session. Voting aye were Alderpersons Kemp, Tucker Long and Hoechst and the motion passed 3-0, and the committee reconvened into open session at 8:36 p.m.

Tucker Long moved, Hoechst seconded adjournment. The motion passed unanimously and the meeting adjourned at 8:37 p.m.

By: Jamie J. Aulik, City Administrator



CITY OF VERONA

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Jamie J. Aulik, City Administrator

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MEMORANDUM

To: Personnel Committee, City of Verona
From: Jamie J. Aulik, City Administrator
Date: June 30, 2023
Re: Summary of agenda items – Personnel Committee

Below is a summary of items on the agenda for the upcoming Personnel Committee meeting:

Request to hire additional Public Works Maintenance position and hold open the Assistant Public Works Director position

- We are requesting to hire three Public Works Laborers and while simultaneously re-examining the overall staff structure of the Public Works Department
- The Public Works Department was recruiting to fill two Public Works Maintenance vacancies. If approved, the department would use the applicant pool generated by the current recruitment to fill an additional position
 - The overall level of service from the Public Works Department has been reduced. There is a need for another Public Maintenance Worker position.
 - Given vacancies year-to-date and an ongoing discussion on structure, funding is not an issue
 - The staff structure of the Public Works Department may be reconsidered or amended either prior to or with the hiring of a new director
 - Engineering services have been contracted out and are successful

Amend Position Description and Reclassification of the Building Facilities Manager Position from Grade 11/Step 9 to Grade 13/Step 9

- The responsibilities of the position have grown since the last position evaluation in the following ways:
 - Administration of elevator contracts
 - Administration of maintenance contracts

- Support for the annual financial audit
- Management of custodians/custodial services
- Oversight of building safety program
- Given additional responsibilities and duties, we are requesting a reclassification from Grade 11/Step 9 to Grade 13/Step 9

Update on consulting services provided by McMahon Consulting Group

- HR Coordinator Weckerly will provide an update on the progress and status of the contract.

Cell Phone Policy

- There is no formal cell phone policy for employee use/compensation related to cell phones. We are seeking to standardize employee compensation and use of cell phones for work-related purposes.
 - We recognize that departments and employees may have individual needs and requirements, and full standardization is not possible.
 - A cell phone use/compensation policy would assist with accountability to the governing body and the public

Part-time Administrative Assistant Position – Verona Fire Department

- The Administrative Assistant Position was eliminated in the 2023 budget. We are requesting a reinstatement of the position.
 - Administrative duties have bogged down the Fire Chief from performing his duties as a chief, and an ongoing effort to strengthen the culture of the Verona Fire Department.
 - An administrative assistant would help with scheduling, payroll, and other administrative duties of the department.

Update on position requests for 2024 Budget

- Administrator Aulik will provide on position requests to-date

CITY OF VERONA

POSITION DESCRIPTION

BUILDING FACILITIES MANAGER

CURRENT POSITION DESCRIPTION

GENERAL STATEMENT OF DUTIES: Building Facilities Manager is responsible for the operation and maintenance of City owned buildings, grounds, various equipment, and related facilities. This position will perform routine and seasonal equipment maintenance functions or schedules and coordinates services with master service contractors, responds to emergency breakdowns, building repair orders, and may report to the immediate supervisor or department head of City building on performance of custodial staff in carrying out departmental duties. This position will also be involved with winter maintenance activities for each facility and assistance with other public works staff. This position will report to the Director of Public Works and designated management staff.

EXAMPLES OF WORK PERFORMED: Examples of the specific tasks of the Building Facilities Manager include, but are not limited to, the following:

1. Suggest buildings and grounds economic and physical needs. Develops building preventive maintenance schedule.
2. Oversees the performance of custodial personnel, meets established policy and required building needs.
3. Serves as building safety coordinator, ensuring safety needs for fire protection, conducts fire drills, fire suppressive testing, emergency generator testing, fall-out shelter, safe storage and work environment.
4. Provides information to allow supervisors to properly plan portions of the City budget and maintains necessary administrative records.
5. Establishes and implements a preventive maintenance program for all City equipment and structures, as approved by the Director of Public Works and / or Building Inspector.
6. Receives building maintenance requests, prioritizes and completes the repairs internally or

contacts necessary contractual services to take action.

7. Responsible for outdoor maintenance of building parking area maintenance, building exterior maintenance, exterior lighting and flags.

8. Provide assistance as requested for winter maintenance.

9. Provides daily monitoring and emergency care of all City buildings' structure, heating, cooling, plumbing, electrical, mechanical, and alarm systems.

10. Performs or coordinates with contractor's regular schedule of maintenance of heating, cooling, electrical, plumbing, mechanical and water treatment equipment.

11. Assists in scheduling larger building maintenance replacement projects with Director of each facility.

12. Carries through on building maintenance requests; prioritizing and completing the repairs internally, or contacting necessary contractual services to take action.

13. Sets up or coordinates the set-up of meeting rooms for group use.

14. Drives to various City suppliers to purchase or pick up needed materials and supplies.

15. Ability to work independently and with others.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The Building Facilities Manager must have the following:

1. Knowledge in care of buildings and equipment.

2. Ability to express ideas of a technical nature clearly and concisely.

3. Ability to establish and maintain a satisfactory and productive working relationship with department heads, employees, City administrative staff, outside vendors/contractors and the public.

4. Ability to perform routine maintenance work such as minor roof repairs, internal carpentry improvements, snow removal, and lawn mowing.

5. Ability to schedule and coordinate mechanical, electrical, plumbing and structural repairs as per manufacturer's specifications. Ability to perform routine painting, staining and caulking repairs and maintenance. Knowledge in performing minor concrete and masonry repairs and maintenance.

6. Ability to express ideas of a technical nature clearly and concisely.
7. Must possess valid Wisconsin driver's license.
8. Familiarization with automated building mechanical equipment through work experience or classroom training.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited high school or GED is required.
2. At least five (5) years' experience in public works, building grounds maintenance experience, landscaping, and / or related field.
3. Ability to operate office equipment such a computer and telephone is required.
4. Ability to self-manage, coordinates with contractual services, and organizes schedules.
5. Ability to problem solve and determine solutions independently or in a team setting.

LICENSE REQUIREMENTS:

1. Must possess State of Wisconsin Driver's License.
2. Class A commercial driver's license (CDL) is required to be maintained, if does not possess ability to obtain within 6 months.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS: Work is performed outdoors (50%) and indoors (50%). Work is performed under all types of weather and temperature conditions, exposure to hazardous conditions (heights and traffic) and may require the ability to walk on various types of slippery and uneven surfaces. The position must meet the following physical standards:

1. Sit at a table or desk
2. Stand and walk for up to 12 hours
3. Bend, crouch and stoop
4. Intermittently sit, stand, walk and bend
5. Lift objects weighing less than 75 pounds
6. Must be able to operate and use hand tools, motorized vehicles and equipment
7. Climb ladders and enter vehicles
8. Must be able to enter and work in confined spaces

9. Must be able to work on heights

ADDITIONAL REQUIREMENTS:

1. This position is subject to pre-employment as well as random drug/alcohol testing.
2. This position must pass a background check if not employed by City of Verona.

City of Verona
Position Description
Building Facilities Manager

PROPOSED UPDATED POSITION DESCRIPTION

Description:

The Building Facilities Manager performs complex, routine, and extensive preventative maintenance and repair procedures on City buildings, mechanical, plumbing, electrical equipment and utility systems. This technical specialist troubleshoots alterations and repairs involving heating and cooling systems; plumbing systems; electrical systems; mechanical systems; carpentry, doors, keys and locks, and other duties as assigned.

As a key partner to department heads and leaders, the role listens to employees' concerns and observations to identify key needs in the areas of building, facilities, and equipment components of these facilities. This front-line leader fulfills not only an operational role in maintenance, but also provides insight to the Departments Heads and City government in the challenges and possibilities inherent in the City's brick and mortar infrastructure. This position is also involved with winter maintenance activities for each facility and provides assistance to other public works staff. The position reports to the Director of Public Works and designated management staff.

Essential Job Functions:

Examples of the specific tasks for the Public Works Building Facilities Manager position include, but are not limited to the following:

- Troubleshoot, and repair plumbing systems, including piping, sinks, and lavatories, along with all supporting components.
- Troubleshoot, and repair HVAC systems in the City buildings, perform routine HVAC system preventative maintenance work, determine HVAC system problems, and make recommendations for repair by using test meters, owner's manuals, blueprints, schematics, and reference manuals.
- Troubleshoot, and repair centrifugal pumps and valves associated with various building heating and cooling systems, including, but not limited to, hot water boiler systems, chillers, heating pumps, bearings, air handlers, exhaust fans, rooftop units, split systems, unit heaters, etc.
- Maintain, troubleshoot and repair building emergency electrical generators.
- Install, maintain, troubleshoot and repair building electrical distribution systems and equipment, including fuses, circuit breakers, light fixtures, relays, electric motors, electric controls, receptacles, switches, and fire alarm systems.
- Install, maintain, troubleshoot and repair lockable hardware such as doors, automatic electric doors, and magnetic keying systems to ensure the safety of facilities.
- Perform maintenance at City buildings, including, but not limited to, moving furniture, carpentry, light fixture repair, plumbing fixture repair, and painting.
- Oversee the contracts and performance of custodial personnel.

- Research needed parts and supplies; locate suppliers and best prices; prepare and maintain an inventory of parts, supplies, tools, and equipment; prepares related reports and maintains updated lists of vendors and contractors; provides supplies to various facilities.
- Serve as building safety coordinator, ensuring safety needs for fire protection, conducts fire drills, fire suppressive testing, emergency generator testing, fall-out shelter, safe storage and work environment.
- Provide information to allow supervisors to properly plan portions of the City budget and maintains necessary administrative records
- Establish and implement a preventive maintenance program for all City equipment and structures, as approved by the Director of Public Works and / or Building Inspector.
- Recommend and specify new and improved equipment, materials, and work methods for consideration by Department Heads, and the City Administrator.
- Respond to emergency and non-emergency calls 24 hours a day, seven days a week.
- Perform other special projects and other job duties as assigned or required during regular and non-business hours, including providing support as a part of any City response to essential or emergency operations.
- Perform and coordinated activities associated with grounds maintenance of various facilities.
- Responsible for outdoor maintenance of building parking area maintenance, building exterior maintenance, exterior lighting and flags.
- Participate in snow and ice control operations as directed.

Knowledge, Skills, and Abilities:

- Extensive knowledge of facility operations, maintenance, and repair work.
- Considerable knowledge of the principles, practices, methods, and procedures as applied to HVAC, building, plumbing, electrical, and mechanical maintenance and repair.
- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, troubleshooting, and repair activities.
- Considerable knowledge of electrical, heating, ventilation, and air conditioning systems.
- Knowledge of materials, tools, equipment, and procedures used in floor cleaning, repair of cleaning equipment, carpentry, and locks.
- Working knowledge of the care and use of the tools and equipment used in construction, maintenance, and repair activities.
- Considerable Knowledge of occupational hazards, safety measures, and precautions of the plumbing, mechanical, and electrical trade.
- Ability to safely operate a variety of maintenance tools, equipment, and machinery.
- Excellent time management, organizational, and prioritization skills.
- Basic computer skills, including use of work order management software, Microsoft Outlook, Excel, and Word.
- Ability to communicate effectively, both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and City officials.

- Ability to establish and maintain effective working relationships with Department Heads, City staff, co-workers, vendors, customers, and the general public.
- Ability to learn and apply new technology and computerized systems/building systems in order to detect and diagnose operational problems and maintenance needs.
- Ability to maintain confidential information, possess a high level of integrity, and a professional work ethic.
- Ability to self-manage, coordinate with contractual services, and organize schedules.
- Ability to problem solve and determine solutions independently or in a team setting.
- Ability to work a varied schedule, including nights and weekends. Ability and willingness to respond to emergent situations twenty-four (24) hours a day, seven (7) days a week.

Education and Experience:

Required Education and Experience:

- High School Diploma or equivalent (GED etc.) required.
- A minimum of five (5) years' experience in public works, building grounds maintenance, landscaping, and/or related field is required.

Additional Requirements:

- A valid Drivers' license.
- A valid Class B commercial driver's license (CDL) is required. Must obtain within six (6) months of hire.
- This position is subject to pre-employment as well as random drug/alcohol testing
- This position must pass a background check if not employed by City of Verona.

Work Conditions and Physical Requirements:

Work is performed outdoors (50%) and indoors (50%). Work is performed under all types of weather and temperature conditions, exposure to hazardous conditions (heights and traffic) and may require the ability to walk on various types of slippery and uneven surfaces. The position must meet the following physical standards:

- Sit at a table or desk
- Stand and walk for up to 12 hours
- Bend, crouch and stoop
- Intermittently sit, stand, walk and bend
- Lift objects weighing less than 75 pounds
- Must be able to operate and use hand tools, motorized vehicles and equipment
- Climb ladders and enter vehicles,
- Must be able to enter and work in confined spaces
- Must be able to work on heights

**CITY OF VERONA
POSITION DESCRIPTION**

ADMINISTRATIVE ASSISTANT FIRE (PART-TIME)

GENERAL STATEMENT OF POSITION:

Under general direction of the Fire Chief, this position is in charge of performing and coordinating the administrative office, personnel and departmental functions of the Fire Department. Assign and oversee the office work activities of full-time, temporary or volunteer staff, and function as the department's confidential administrative assistant in planning and coordinating premier customer services, accident reports, budget support, recruiting, payroll administration, special events and information technology updates.

Essential Job Functions:

The following duties are normal for this position; however, the duties listed are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform administrative duties such as formulation and preparation of complex and confidential records and correspondences, narrative reports and prepare articles for publications; respond to phone inquiries, maintain Chief's calendar, and other schedules, files and follow-up systems.
- Process accounts payable invoices, verify print outs of monthly activities and resolve discrepancies, and provide liaison with Finance Department. Also maintain petty cash fund and calculate, process and monitor other funds as required; prepare invoices for accounts receivable and maintain records of revenues and contract documents.
- Coordinate and perform troubleshooting for the department's network computer system and for telephone system and serve as a technical resource to department staff, including training staff on proper use of phone system.
- Administer department payroll for career, paid-on-premise, and paid on-call Firefighters: prepare monthly payroll, calculate time sheets for paid staff assuring accurate paid leave reporting; verify and resolve discrepancies upon receipt of paychecks.
- Attend meetings as required; distribute agendas; take, transcribe and distribute minutes.
- Participate in testing procedures for paid on-call Firefighters and related programs: screen applications, conduct background and reference checks, score tests and schedule medical exam, drug screening and immunizations as required. Participate in orientation for new members and prepare job advertisements.
- Maintain confidential files and records, and department files to include updating, transferring and purging. Oversee and submit accident reports to HR for staff.
- Research, compile data and prepare graphs for the Department's annual reports.
- Prepare press releases and coordinate with media on various projects as directed by Fire Chief.

- Establish and maintain effective and cooperative working relationships with public officials, department heads, co-workers, supervisors, other City departments, and to interact with the public using good judgment in a courteous and helpful manner in stressful situations.
- Research and gather information for grant preparation, follow-up and maintain files.
- Maintain the department website (input, edit, and update information and format).
- Attend meetings, seminars, conferences and other training programs to keep informed on current laws and changes that may affect the Fire Department.

OTHER JOB FUNCTIONS:

- Perform other projects and duties as assigned by the Fire Chief.
- Transport items to City Hall and other locations as required.

EDUCATION AND EXPERIENCE:

- High school diploma/GED or equivalent with two years college-level coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills.
- Four (4) years' experience in a responsible administrative assistant position providing support to a division manager or department director, in a highly visible agency or office.
- A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.
- Preference will be given for experience in a municipal, public sector, or fire service environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.

ADDITIONAL REQUIREMENTS:

- Possess and maintain a valid Driver's License during entire course of employment.
- Working knowledge of Fire Department policies, practices and procedures.
- Knowledge of departmental accounting, payroll, budgeting and personnel procedures.
- Knowledge of network computers, internet and software applications.
- Organizational skills and ability to prioritize work, multi-task, deal with interruptions, last minute changes and rigid deadlines.
- Oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Creativity to design and develop desktop publishing projects.
- Ability to maintain confidentiality as appropriate.
- Ability to work independently with minimal supervision to meet departmental work expectations.

- Ability to oversee the work of others in a manner conducive to efficient and effective performance and positive morale.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed indoors in an office environment and requires the ability to sit for extended periods of time, walk throughout the facility including climbing stairs, as well as occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination bending, twisting, reaching, stooping and fine manipulation skills to operate a personal computer, telephone system, and other equipment. Occasional attendance at evening meetings is required. May work under stressful conditions to provide support for department emergency response operations.

POSITION REPORTS TO: The Fire Chief