

Watertown City CouncilMarch 12th, 2019**Agenda Item: Authorizing Personnel Recruitments****Request for Action: Adopt Resolution #2019-43, Authorizing Recruitment****Department: Shane Fineran, City Administrator****Background:**

Deputy Clerk/Treasurer Susan Hoese has communicated her intention to retire from employment with the City in June of this year. No specific date has been set. In advance of her departure staff recommends that recruitment begins so that a candidate can be identified and brought on board prior to her departure. Staff believes that having a new candidate do some job shadowing with Mrs. Hoese during monthly billing processing as well as the shut-off notification processing in late May and early June would be of great benefit. This short overlap has been accounted for in the 2019 budget. This position would be posted until early April with interviews later that month and a mid to late May start date as the goal. The position is full-time, benefits earning and the pay scale is \$38,614 to \$48,223 annually. The job description has been updated and is attached.

The utility operating budget also identified a new staff position for 2019. This was targeted to be a temporary seasonal maintenance assistant position. The position would be temporary full-time for up to 6 months, non-benefit earning, and the wage is \$12.50 per hour. The ideal candidate will be a person who is enrolled in or recently completed post-secondary technical training in the water/waste water field or someone who has previous seasonal utility maintenance type experience. A job description has been created and is attached.

The public services operating budget also has 3 seasonal maintenance assistant positions accounted for in the 2019 budget. These positions are a regular occurrence in the staffing model employed by the City for the past summer seasons. The staff perform many summer seasonal maintenance activities such as mowing of parks, landscaping, and assisting with field maintenance, as well as street maintenance activities. Ideally, we would have one staff available to start in late April or early May and available for up to 6 months with 2 other staff positions available to start in late May or early June and available until the end of August. These positions are temporary 40 hour per week, non-benefit earning positions and the wage is \$12.00 per hour. A job description is attached.

Staff recommends the authorization to begin recruitment for these positions.

Funding Source:

Water Operating>Part Time Wages

Sewer Operating>Part Time Wages

Storm Operating>Part Time Wages

Public Services>Part Time Wages

Attachments:

Deputy Clerk Job Description

Utility Maintenance Assistant Job Description

Seasonal Maintenance Assistant Job Description

Resolution #2019-43

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Deputy Clerk/Treasurer

DEPARTMENT: Administration/Finance

EFFECTIVE DATE: February 22, 2019

FLSA STATUS: Non-Exempt

JOB MATCH SCORE: 141

HOURS WORKED: 8:00 a.m. to 4:30 p.m. M – F and evening Planning Commission meetings once per month

DEFINITION:

Performs skilled clerical work processing water and sewer bills and payments. Assists with banking, payroll, accounts payable and receivable; and performs related duties as required.

SUPERVISION RECEIVED:

Works under the general and administrative oversight of the City Administrator.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, postage meter, copy machines and document imaging equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for all utility billing functions.
- Prepare monthly water and sewer bills by utilizing equipment and software.
- Review customer accounts for changes and update utility billing program.
- Monitor water meter inventory and serial numbers.
- Handle customer complaints, questions and requests as needed.

- Balance utility batches and make deposits.
- Monitor payments accepted electronically through Payment Service Network.
- Prepares special assessment rolls and conducts assessment searches; maintains related records and files.
- Manages delinquent water/sewer accounts and issues shut-off warnings.
- Contact customers and arrange for payment on delinquent accounts.
- Code miscellaneous revenues and make deposits.
- Assist in the preparation of accounts payable and receivable transactions.
- Maintain record of ACH payments to vendors.
- Generate utility revenue reports for the City Administrator.
- Assist in providing financial information for completion of grant applications and for comprehensive plan development and modification.
- Assist Clerk/Treasurer in the maintenance and processing of payroll, payroll deductions, payroll records and reports.
- Assist with annual audit.
- Provide backup to Administrative Assistant – answering phones and counter assistance.
- Update cable channel 180 with city and county information.
- Attend Planning Commission monthly meetings and prepare minutes.
- Assist the Clerk/Treasurer with elections.
- Maintain city records per state retention policies; both electronic and physical.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Considerable knowledge of basic bookkeeping, banking and billing procedures.
- Considerable knowledge of the standards and methods of customer account maintenance using an automated system.
- Working knowledge of modern office practices, procedures, and equipment including use of computers and related software packages.

- Considerable knowledge of Microsoft Excel.
- Considerable ability to keep accurate and complete records and files.
- Knowledge of laws, rules, and regulations affecting city clerk responsibilities.
- Knowledge of City ordinances, resolutions, and policies.
- Considerable ability to research files and analyze problems and develop appropriate recommendations.
- Considerable ability to provide courteous and efficient customer service.

PHYSICAL DEMANDS:

The physical demands described herein 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 individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Two-year Associate of Arts or equivalent in accounting or related field or equivalent work experience.
- Minnesota Municipal Clerk Certification or ability to obtain certification in 3-4 years after hire.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in one of above fields.
- Two years of municipal work experience.
- Knowledge of Banyon Data System Fund Accounting, Payroll and Utility Billing software.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

**CITY OF WATERTOWN
JOB DESCRIPTION**

Job Title: Seasonal Utility Maintenance Assistant

Department: Utility Department

Effective Date: March 12, 2019

FLSA Status: Non-Exempt

Hours Worked: 8 hours a day; 40+ hours/week; subject to after hours duties including weekend duties for Water/Wastewater Facilities. Position is for up to 6 months.

DEFINITION:

Performs daily testing, meter reads at the Water/Wastewater facilities, flushing of water mains, jetting sewers, cleaning storm sewers, routine maintenance work on the grounds, buildings, equipment, sewer and water mains.

SUPERVISION RECEIVED:

Works under the general and technical direction of the Utility Superintendent.

SUPERVISORY FUNCTIONS:

None

EQUIPMENT/JOB LOCATION:

Works outdoors in all weather conditions and from an office in the Water and Wastewater Treatment Facilities. Works outdoors with large industrial equipment and power tools of various sizes and weights. This job requires periods of heavy physical efforts. Exposure to noise and outdoor elements as necessary to perform essential functions of position. Equipment, hand tools, and power equipment are utilized.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists in maintaining Utility grounds and building maintenance, mows, weed whips and sprays for weeds.
- Assists with repair or replacement of manholes and sewer grates, cleans storm sewers, catch basins and sand traps.
- Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks and frozen water lines.
- Assists in checking and maintaining pumps and lift stations; puts chemicals in lift stations as needed; checks pump houses for heat and monthly maintenance.
- Checks and records chlorine and fluoride readings.
- Assists in operating and maintaining the wastewater treatment plant including inspecting, cleaning, servicing, maintaining or repairing equipment.
- Test generators at the water and wastewater facilities weekly
- Operates a Jet/Vac to clean storm sewers/sanitary sewers or any other needs that may occur.
- Inspects, oils, maintains and paints fire hydrants.
- Performs preventive maintenance and repair work of city owned equipment.
- Delivers material and equipment to various locations.
- Responds to alarms, checks and maintains facilities after storms and power outages.
- Utilizes computerized wastewater maintenance program to track and schedule maintenance work.
- May perform weekend on-call duties
- Performs weekly inspections of wells and water tower.
- Locates Curb Stops
- Daily Gopher One call locates
- Flushes Water Mains.
- Various duties assigned by supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written forms.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in a all types of working conditions
- Ability to work in a confined space.
- Ability to perform sustained physical labor for prolonged periods of time.
- Working knowledge of the safe operation of department equipment including the operation of power mowers, weed whips and chain saws.
- Working knowledge of the safe occupational hazards and safety precautions necessary to perform manual and maintenance work with the park, street, water, storm sewer and wastewater systems.

- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Ability to regularly lift and carry objects weighing up to 25-35 pounds and less frequently lift and carry objects weighing up to 50 pounds.
- Working ability to maintain equipment and vehicles, record information and to follow a preventative maintenance program.
- Working ability to communicate effectively with other city employees and the general public and to operate both a cell phone and standard telephone.
- Working ability to hear alarms and mechanical malfunctions and to distinguish between smells and colors.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distant vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle during the day or night, operating equipment, processing paper work, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, crawling, standing, reaching, climbing ladders, walking, balancing, kneeling, twisting, stretching, pushing and pulling during the workday for long periods of time. Employee is frequently required to sit, talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hand and arms.

Sample list: Not all inclusive.

- **SITTING:** In vehicles and at training sessions
- **STANDING:** On job sites and hard slippery surfaces
- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely
- **HEARING:** Communicating with personnel and public in person, by two way phone or phones, hearing warning mechanisms on equipment and vehicles. Noise level is usually moderate.
- **SPEECH:** Answering telephones and radios, speaking with supervisor, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Ability to lift up to 50 pounds.
- **WALKING:** Performing maintenance duties within job sites.
- **CLIMBING:** Getting onto and off machinery, equipment and ladders. Heights could be over 8 feet in the air.
- **REACHING:** Retrieving supplies, materials and equipment. Performing maintenance duties in all city buildings.
- **PULLING/PUSHING:** Using tools and equipment of various sizes, weights, and shapes.
- **GRASPING:** Pens, pencils, radios, tools, and various equipment.
- **TWISTING/TURNING:** Performing work at job sites and on equipment.

- **KNEELING:** Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- **NOISE:** Moderate to high level from machinery, trucks and heavy equipment
- **FUMES:** Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick up and disposal.
- **DUST:** High levels of wood dust, dirt, fertilizers and outside air dust.
- **CHEMICALS:** Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma
- Must possess valid Minnesota Class D driver's license or equivalent
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift 50 pounds.

DESIRED QUALIFICATIONS:

- Enrolled in or completed course work in post-secondary Water/Wastewater Technical training at an accredited school

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for the employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with the regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)



CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE:	Seasonal Maintenance Assistant
DEPARTMENT:	Public Services
EFFECTIVE DATE:	September 20, 2018
FLSA STATUS:	Non-Exempt
HOURS WORKED:	8 hours a day; 40+ hours/week; Subject to after hours duties. Temporary and Seasonal

DEFINITION:

Under the general supervision of the Public Services Superintendent, assist in the upkeep and maintenance of the City's parks, park equipment, streets, street signs, alleys, and facility grounds.

**Actual hours worked will depend on the work load and certain weather conditions. The Public Services Superintendent will determine what hours and the length of employment. Temporary/Seasonal employees are "at will".

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Public Services Maintenance Division with park maintenance, landscaping including the planting, mulching, and watering of landscape beds and trees, mowing, trimming, street and alley maintenance, rink flooding, light facility maintenance, and light custodial duties including removing trash receptacles and cleaning of park restroom facilities.

Operate light equipment including, but not limited to bituminous packer, pick-up truck, 1-ton dump truck, skid loaders, riding lawn mowers, walk behind push mowers, commercial size weed trimmers, and power hand tools.

Operate snowplow and sanding/salting equipment to remove ice and snow from roads, trails, sidewalks, and park facilities.

Use various hand tools and equipment to clean catch basins, shovel hot blacktop, rock and gravel, snow shovel, ice scrapers, hand spreaders, etc. to manually remove snow and ice from entry ways, sidewalks, light poles, etc. in and around municipal facilities.

Perform routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, painting, etc.

Perform equipment inspections prior to and after use and on regularly scheduled basis.

Uses computer software, tablets, handheld devices, etc. to enter work and maintenance tasks.

Assist in locating and transporting stray animals to a designated location.

OTHER DUTIES AND RESPONSIBILITIES:

May provide assistance to other Departments as needed.

Perform other duties and assume responsibilities as apparent or assigned.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of the safe use of tools, methods, operations and materials used in street, storm sewer, snow removal. and grounds maintenance.

Knowledge of traffic laws as applied to operating department vehicles and equipment.

Ability to recognize and use proper safety equipment when performing maintenance duties.

Ability to communicate effectively by telephone, radio or in-person with other City employees and the general public.

Ability to work cooperatively and effectively with peers and full-time employees and maintain good interpersonal skills.

Ability to comprehend oral and written instructions and job orders.

Ability to solve simple mathematical problems.

Normal working hours: Monday – Friday, 7:00 a.m. – 3:30 p.m. Ability to work extended hours, weekends, and holidays as needed. Some work may require early morning starts, extended hours primarily during winter snow events.

Ability to attend work punctually and regularly.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

Successful completion of aptitude testing covering areas outlined in this job description.

Ability to speak, read, write and comprehend the English language.

Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.

Must successfully pass and comply with DOT drug and alcohol testing regulations.

May be required to successfully complete a criminal background check.

All new hires and/or appointments require that they are subject to the Employment Policies of the City of Watertown.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

Must possess and maintain a valid Minnesota Class D driver's license and satisfactorily pass a driver record check.

DESIRED QUALIFICATIONS:

Experience in related municipal public services maintenance field.

Minnesota Class B driver's license with air brake and tanker endorsements.

PHYSICAL DEMANDS:

The physical demands that are described herein 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 individuals with disabilities to perform essential functions.

Ability to work outside in all weather conditions, include extreme heat and cold.

Ability to lift, carry, or shovel objects weighing up to 50 pounds and occasionally lift and carry objects weighing up to 100 pounds.

Ability to perform physical labor requiring continual and repetitive use of large motor skills to stand, walk, sit, bend, stoop, crawl, crouch, shovel, push, pull, twist, turn, stretch, reach, and continual and repetitive use of fine motor skills and manual dexterity.

Ability to maintain balance, work safely on steep slopes, and work from ladders of various heights, not exceeding 10 feet.

Ability to work around equipment that generates noise, vibration and heat.

Ability to hear, see, taste, touch and smell. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, ability to distinguish colors and different shades of color.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and exposure to loud noises from operating equipment. The employee occasionally works in high, precarious places, steep slopes and ladders. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is required to wear personal protective equipment under appropriate circumstances.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

**CITY OF WATERTOWN
RESOLUTION NO. 2019-43**

**RESOLUTION AUTHORIZING RECRUITMENT FOR SEASONAL POSITIONS AND DEPUTY
CLERK TRESURER POSITION**

WHEREAS, the City of Watertown (the “City”) employs professional, skilled, and semi-skilled staff to carry out the functions and duties necessary to operate the local government organization; and

WHEREAS, the City has budgeted and identified various full-time and seasonal positions to ensure that services are provided to residents; and

WHEREAS, the City has budgeted for the hiring of seasonal maintenance assistant and seasonal utility maintenance assistant positions for the summer months of 2019; and

WHEREAS, the City expects the Deputy Clerk/Treasurer position to be vacated by June of 2019 due to retirement; and

WHEREAS, the job descriptions for these positions have been reviewed and updated; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the attached job descriptions; and

BE IT FURTHER RESOLVED, that the City Council of the City of Watertown authorizes the public recruitment for the noted positions.

Adopted by the City Council of the City of Watertown this 12th day of March, 2019.

Michael Walters, Acting Mayor

ATTEST: _____
Lynn Tschudi, Clerk/Treasurer