



Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

Members

- Alderperson Kneebone
- Alderperson Olson
- Alderperson Lang
- Alderperson Birr
- Alderperson Donahue

AGENDA

PERSONNEL COMMITTEE

Date and Time:	June 8, 2026 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u>
			Meeting ID: 897 1885 3443 Passcode: 645006 By Computer: Zoom Link By Phone: +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

1. Roll Call.
2. Director Lemke requests creation of additional Foreman position and removal of Lead Operator.
3. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

City of Stevens Point
Department of
Public Utilities &
Transportation



Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

June 8, 2026

MEMO

RE: Creation of additional Foreman position, removal of Lead Operator

Mayor and Personnel Committee,

The Collections Crew of the Utilities Department has been down one operator for many years. We are preparing to fill that position (the third position) on that crew following some recent staff changes and are requesting that the crew's Lead position be replaced by a Foreman position, the same as the two other crews. The existing Foreman job description is accurate for the proposed position and needs no review by the wage consultant as there are no proposed changes. Along with this addition we would like to permanently remove the current Lead Operator position.

The position creation is needed because the volume and variety of work on this crew needs to be organized and discharged by a person on the crew with supervision by the Construction and Maintenance Superintendent. This is a partial departure from the current direct oversight of the Superintendent, and partially recognizing the recent transition of duties on the crew that have been very effective. This change would bring this crew into a very similar structure as the other crews.

The financial impact to the creation of this position will be minimal as we are not adding any a position, just promoting from within to fill it. The expected increase in wages is approximately \$5,500 annually.

Attached you will find a proposed organizational chart modification and the existing Utility Foreman job description.

Thank you for your consideration.

Best Regards,

A handwritten signature in cursive script that reads "Joel Lemke".

Joel Lemke
Director

**CITY OF STEVENS POINT, WI
DEPARTMENT OF PUBLIC UTILITIES**

JOB DESCRIPTION

TITLE: Utility Foreman

SALARY RANGE: Grade H - \$32.93/hr. (starting wage for 2026)

SUMMARY OF JOB

Under the supervision of the Construction and Maintenance Superintendent, operates and maintains the utility's 150 miles of water main, 130 miles of sanitary sewer main, 70 miles of stormwater main, 45 miles of fiber optic conduit, and the rest of the associated infrastructure with each utility.

Supervise utility operators, personnel and the construction, installation and maintenance of sanitary sewer and water distribution facilities such as mains, services, manholes, valves, hydrants and meters.

Performs routine and non-routine maintenance and inspections of all four sets of infrastructure. Includes installation of water meters and being able to utilize the associated software needed for day-to-day metering operations. Responsible for being on call.

TASKS ROUTINELY PERFORMED

- Supervise utility department crews.
- Maintain records and prepare reports both written and on computer.
- Construction, repair, and cleaning of all utility infrastructure including water and sewer mains, valves, manholes, lift stations, swales, ditches, and other facilities associated with the conveyance and treatment of water, wastewater and stormwater including maintenance to buildings, equipment and grounds.
- Drive and operate a variety of trucks and equipment with accessories including dump truck, tank truck, vac truck, backhoe, skid steer, forklift and other equipment.
- Operation of valves and hydrants associated with the water distribution system.
- Reading, exchange and testing of meters.
- Troubleshoot and resolve customer complaints.
- Locating of all buried facilities and infrastructure with the use of locating instruments, GIS and mapping tools.
- Respond to after-hours calls on a scheduled rotation and as needed during emergencies.
- Work with the public and other City employees.
- Record all information related to work daily and provide it to appropriate management staff.

- Read and interpret system maps and records accurately.

QUALIFICATIONS & SPECIAL QUALIFICATIONS REQUIRED

- Ability to effectively supervise others.
- Ability to organize construction work in a manner to accomplish safe orderly, and efficient performance.
- Graduation from High School or equivalent and must have Wisconsin DNR certification in water distribution. Three years of work experience in a class AB water utility, National Incident Management System (NIMS) training, and competent person training.
- Must have a valid Wisconsin driver's license and Class B CDL (Commercial Drivers License) with air brake endorsement.
- Ability to obtain required state certifications within one year of hire (DNR certified operator certifications).
- Must have regular, predictable attendance and pass post offer physical exam and background check.
- Ability to communicate effectively orally and in writing.
- Ability to complete assignments on time.
- Must be available to work evenings and weekends as required with minimal notice.
- Ability to get along with the customers and co-workers.
- Ability to read and understand systems maps and blueprints.
- Must be able to work in all outdoor environmental conditions from extreme heat, rain snow, and humidity, to extreme cold.
- Must be able to bend, twist and squat occasionally 6 - 8 hours per day and be able to lift 50 – 100 lbs.
- Must have no limitations that result from exposure to sanitary sewer odors.
- Must have no restrictions that impair starting and stopping procedures in vehicles.
- Must be able to sit to drive continuously 6 - 8 hours per day and shift either standard or automatic transmissions with right hand and arm.
- Must have no limitations on seatbelt use or restrictions that impair entering and exiting vehicles or equipment.
- Must have no limitations that restrict shoveling of snow or dirt for 6-8 hours per day.
- Must be able to utilize hand controls continuously 6 - 8 hours per day.
- Must be able to work in small spaces. (catch basins and manholes)

ESSENTIAL KNOWLEDGE AND SKILLS

- Knowledge of the materials, methods, equipment and techniques commonly used in utility construction, maintenance and operation.
- Knowledge of truck and equipment operations including skills needed to drive, maintain, and operate the equipment and all related accessories.
- Ability to trouble shoot back-up problems and repair requirements for sewers.

- Ability to keep daily, monthly and annual records of work completed for distribution to Director, or other Water and Wastewater Department personnel.
- Knowledge of work zone safety and traffic control procedures.
- Knowledge of operation procedures of various hand tools, heavy equipment and trucks.
- Knowledge of confined space entry procedures, gas monitoring detectors, tripod and other safety equipment.

OTHER REQUIREMENTS

Employees are required to complete and maintain NIMS (national incident command system) compliance as determined by the Department.

Ability to apply common sense understanding to carry out instructions furnished in written, printed, oral or diagram form.

Note: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Common Council

Utility Commission

Airport Commission

Transit Commission

Mayor

Director

Water Superintendent

Wastewater Superintendent

Const & Maintenance Superintendent

Administrative Services Mgr

Airport Manager

Transit Superintendents (2)

Chief Water (water)

Chief Operator (wastewater)

Construction Crew Foreman (1)
Utility Operators (2)

Customer Service Reps. (5)

Asst. Manager

Transit Supervisors AM, PM, Rural (3)

GIS System Administrator

Wastewater Operators (4)

Construction Crew Foreman (1)
Utility Operators (2)

Seasonal Employees (1-2)

Travel Trainer

Inspection Tech (3)

Interns/Seasonal Employees (3)

Collections Crew Foreman (New)
~~Lead Operator (Vacant)~~
Utility Operators (2)

Dispatch/Scheduler

Serivcemen (4)

Bus Operators (19)

Changed Information

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Authorization for New Positions/ Policy No. 2.04
 Additional Hours for Existing Positions

Date of Issuance: December 18, 1989

Revision Date: November 15, 1993, May 21, 2018

Description: The purpose of this policy is to establish a uniform time and procedure for requesting new positions and adding additional hours to existing part-time positions.

1. Timing

All requests for new positions, as well as increasing hours for existing part-time positions, should be submitted to the Mayor by department heads by August 1 of each year, whenever possible. The Mayor will review the request(s) and present the request(s) and his recommendation to the Personnel Committee at their next regularly scheduled meeting. Positions and additional hours approved by the Personnel Committee will be evaluated as part of the budget process.

Requests for current year new positions and additional hours may be approved subject to available and continued funding.

2. Documentation

Each request should contain the following information.

A. A job description for the new position or additional hours if duties are expanded, which includes a position summary, sample duties/responsibilities, and minimum qualifications.

B. A written documentation of need that incorporates the following bullets:

*What is your department's mission and how does the addition of this position, or additional hours support this mission and/or strategic plan?

*Identify the need for the additional hours or position, e.g. applicable workload data and trends, etc. Attach relevant supporting data.

*What benefit will the addition provide the City? In what manner will this improve or enhance customer service and/or address community

needs?

*Identify any alternatives to this addition that have been considered or attempted.

*Identify the impact if the new position or additional hours aren't created.

*Identify criteria to monitor the effectiveness and impact of the addition. (e.g. increased revenues, improved customer services, decreasing costs, etc.)

*Is the work currently being accomplished in another fashion (contract basis, temporary employee, current employee)? If so, why is this arrangement no longer acceptable?

*Identify the budgetary impact (wages, fringes, furniture/equipment, travel, etc.)

*Identify all funding mechanisms. If grant funds are available, what is the likelihood of renewal?

*Will the proposed additional hours or new position provide a preventive service that will result in a cost avoidance or improved service in the future? Can the position or addition of hours to an existing position be justified as providing greater benefit than cost to the City in the future? If yes, how?

- C. For positions which do not currently exist in the City, the Human Resource Manager will forward the materials for evaluation to the salary plan consultant and report the recommended salary and grade.
- D. An expense and equipment budget for the new position which segregates one-time expenses from ongoing expenses.

The City Personnel Office will assist departments with preparation of the information upon request.