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8-28-15

Town of Osceola Personnel Development Committee

Members

Terry Leininger - Chair
Doug Hodorff
David Kutz
Brian Neitzel
Pat O'Meara

Scope of Work

1. We will create job descriptions for various town employment positions. We will also create appropriate forms and checklists for employment activities, such as activity and equipment log sheets for use by town employees. The committee will develop a simple, common job application form for town employment. The committee will advise the Town Board as to proper interviewing practice and some committee members may be present for employee interviews.
2. The committee will investigate the roles, responsibilities and areas of accountability of the Town Board members. We will clarify, document and make public the results of this work.

Job Titles (as of 8-28-2015):

Town Employee Coordinator

Water Patrol Coordinator

Snow Plow Operator

Road Maintenance Worker

Town Maintenance Worker

Town Hall Maintenance Worker

Animal Control Officer

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Job Descriptions and Required Skills:

Common Requirements for all town employment - Must be able to undergo a successful background check. Town employees must have a valid Wisconsin driver's license with a clean driving record and proof of insurability. Must have a working cell phone and preferably email and internet access.

Town Employee Coordinator - Under the direction of the Town Board the Employee Coordinator helps establish work schedules for the Snow Plow Operator, Road Maintenance Worker and Town Maintenance Worker as needed. Manage and oversee the proper use and accuracy of pre and post run checklists, and completed appropriate log sheets covering town equipment use. Monitors the proper use and submission of time sheets. Manage timely maintenance of equipment. Acts as liaison to the Town Board regarding employee related and equipment maintenance issues.

Required Skills - Employee should have some experience with each of the town employee responsibilities so that the Coordinator can make sound decisions regarding their supervision. Coordinator will make sure proper safety practices are being followed for town related employment activities.

Water Patrol Coordinator - (Official DOJ Title - Town of Osceola Police Administrative Chief) Under the direction of the Town Board the Water Patrol Coordinator supervises all of the activities associated with the effective operation of the Town of Osceola Water Patrol. This is essentially a seasonal position, active from shortly before Memorial Day and ending shortly after Labor Day, with occasional contact with the Board as needed throughout the remaining year.

The Water Patrol Coordinator will manage the waater patrol budget, hire and establish work schedules for water patrol officers using established policies, manage and oversee the proper use and maintenance of the patrol boat, navigational markers and equipment needed for the lake patrol. The Water Patrol Coordinator monitors the proper use and submission of time sheets and all required documentation needed for WDNR reimbursement for water patrol activities. The Water Patrol Coordinator acts as a liaison to the Town Board regarding water patrol employee related and equipment maintenance issues.

Required Skills - Employee should have supervisory experience and preferably an understanding of law enforcement as it relates to water patrol activities. Employee must have computer skills that will allow for effective processing of time sheets, and the submission of documentation needed for state reimbursement for water patrol activities. Water Patrol Coordinator will make sure all applicable proper safety practices are being followed.

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Snow Plow Operator - Uses town equipment/truck to plow snow along designated routes as directed. Follow supplied checklists and complete appropriate log sheets as equipment is used (pre and post trip inspections). Clean, inspect and maintain snow plow, truck and other equipment. Mix sand and salt, fill sand/salt spreader prior to and/or after each run. Works cooperatively with contracted snow removal services to insure efficient use of town resources.

Required Skills - The Snow Plow Operator should have experience with large trucks and snow plows and should preferably have a CDL. Employee should have experience with safe operation of skid loader. Must have the ability to follow instructions regarding plowing routes, pre and post run checklists, logbooks and other documentation required by the town. Must follow proper safety practices for snow removal tasks.

Road Maintenance Worker - Uses town equipment/truck to perform scheduled and emergency road maintenance as directed by the Town Employee Coordinator. Follow supplied checklists and complete appropriate log sheets as equipment is used (pre and post trip inspections). Clean, inspect and maintain town equipment. Cut town road banks, trim overhanging trees and brush along town roads as needed. Fill pot holes, patch blacktop and perform minor shoulder repairs. Replace worn or damaged town road signs. Perform emergency road repairs as needed. Works cooperatively with contracted road maintenance services to insure efficient use of town resources. Must follow proper safety practices for road repair tasks.

Required Skills - Employee should have some experience with the safe operation of a variety of equipment to include town truck and tractor with mowing system, skid loader, power tools and chain saws. Knowledge of hand tools and basic engine maintenance will be helpful.

Town Maintenance Worker - Uses town equipment and supplies to perform scheduled maintenance and repairs to town hall and outbuildings as directed by the Town Employee Coordinator. Follow supplied checklists and complete appropriate log sheets as required for town hall upkeep. Clean town hall exterior. Clean shop area. Maintain a safe and clean environment for town business by mowing grass and keep landscaping in good condition. Keep town parking areas clean. Change light bulbs and report light fixture damage. Perform minor repairs to facilities as needed. Monitor HVAC systems and report any issues to Town Employee Coordinator. Assist with regularly scheduled refuse removal and recycling activities, including metal recycling.

Required Skills - Employee should have some experience with the safe operation of lawn and garden equipment to include mowers and chain saw. Employee should have knowledge using a variety of hand tools and safe use of cleaning supplies/chemicals.

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Town Hall Maintenance Worker - Uses town equipment and supplies to perform scheduled maintenance of town hall meeting areas as directed by the Town Employee Coordinator. The maintenance worker will follow supplied checklists and complete appropriate log sheets as required for town hall upkeep. The maintenance worker will maintain a safe and clean environment for town business by cleaning the town hall (including entrances, meeting area, kitchen area and restrooms) and arrange seating prior to and after monthly town board meetings and before and after the meeting room is rented out for various community activities. The maintenance worker will monitor the general condition of the town hall and report to the Town Employee Coordinator or Town Maintenance Worker any repair issues needing attention.

Required Skills - Employee should have knowledge using a variety of interior maintenance tools and the safe use of cleaning supplies/chemicals.

Animal Control Officer - Responds to Town resident's reports of loose, wild or stray dogs. When able, will recover and shelter stray or loose dogs at the town hall for a brief period of time, assist in determining the dog owner(s) identity and reunite animal and owner. Animal Control Officer will document activities for reimbursement.

Required Skills - Employee should have experience handling dogs and possess an attitude conducive to friendly relations with community members and their pets.

Sample Employment Checklist

Employee Checklist for

Date given to employee	Date in file	
_____	_____	Application for Employment
_____	_____	Form W-4
_____	_____	Form I-9
_____	_____	Form WT-4, New Hire Reporting
_____	_____	Employee Information Sheet
_____	_____	Employee Handbook

It is the employer's responsibility to present all information to the employee prior to, or at the time of employment.

All of these items must be completed and on file before the first paycheck is issued.

Employee will not be paid until this requirement has been fulfilled.

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Sample Employee Information Sheet

Employee Job Title

Employee Name

Employee Address

Home Phone #

Cell Phone #

Emergency Contact Person

Name

Cell Phone

Work Phone

Employee Drivers License Number

Expiration Date
