



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

FINANCE, PERSONNEL & SAFETY COMMITTEE OF THE WHOLE Markesan City Hall

February 13, 2020
6:00 PM

AGENDA

Call to Order

Roll Call

Citizen's Comments

Discussion and Action on Martin Hansen, Public Works Director, Resignation

Discussion and Action on Public Works Director Job Description

Discussion and Action of Posting Public Works Director Position

Closed Session: Public Works Director Benefits

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility, after which they may reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session.

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Horicon Bank City Hall
ERGO Bank Post Office
www.markesanwi.gov

Dated February 12, 2020
Elizabeth Amend, Clerk-Treasurer

February 11, 2020

City of Markesan

Please accept this letter as notification that I am leaving my position with the City of Markesan effective March 20th.

I appreciate the opportunities I have been given at the City of Markesan and your guidance and support.

In the 26 years I have been employed by the City I am proud to be a part of the improvement of almost every aspect of the City, from the city streets, updating and maintaining our equipment, improving our service to our taxpayers, training employees and providing consistent performance with our service.

I would like to thank the City of Markesan, its residents, the city council and especially Jim Clark for believing that I would be an asset to Markesan and its residents.

Please let me know what to expect as far as my final work schedule, accrued vacation leave, and my employee benefits.

I know that Markesan has some great things going for it and is truly a Grand community.

If I can be of assistance during this transition, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Martin Hansen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Martin Hansen

POSITION DESCRIPTION

TITLE: Public Works Director

DEPARTMENT: Streets, Building & Utilities Committee

A. JOB DESCRIPTION

The Director of Public Works shall be under the direction of the Council and the Mayor and shall be responsible for the administration and supervision of the Public Works Department. Primary duties shall include, but not be limited to, the removal of snow for all City streets, the cutting of grass and weeds on all public properties, and the repair and maintenance of all City streets.

B. DUTIES AND RESPONSIBILITIES

- 1) Be responsible for the planning, design, construction, maintenance, repair and improvement of all city facilities and property owned or operated by the City.
- 2) Develop and implement a capital improvement program for all city facilities and property owned or operated by the City.
- 3) Inspect all construction work done by or for the City and require compliance with all contracts made in connection therewith.
- 4) Assign space, maintenance of the buildings, and the recommendation of such rules and regulations as are proper for the efficient use of the facilities.
- 5) Maintain all public structures owned or operated by the City, and to establish a maintenance program including landscaping, janitorial services, security and safety for the upkeep of all public structures owned or operated by the City, and to report the condition of such structures.
- 6) Schedule snow removal, repairs and maintenance to ensure that the streets and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and to maintain all markings for traffic control painted or placed upon the streets or curbs.

- 7) Maintain grass, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintain trees adjacent to electric power lines in order to minimize electrical outages caused by tree limbs.
- 8) Operate the City Garage, supervise a preventative maintenance program and keep operating records of all motorized equipment used or operated by the Public Works Department.
- 9) Be responsible for the management, regulation, operation, system rehabilitation, and capital improvements of the storm and surface water management enterprise, and to coordinate related activities with interested municipalities.
- 10) Be responsible for refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
- 11) Perform such other duties as may be required.

C. QUALIFICATIONS

- 1) Knowledge of public works functions, operations and regulatory requirements.
- 2) Knowledge of public works management, planning and budgeting.
- 3) General knowledge of employee and labor relations.
- 4) Knowledge of supervisory principles and practices, contracting and services.
- 5) Knowledge of engineering and construction.
- 6) Communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public that is sufficient to exchange and convey information and to receive work directions.

D. PHYSICAL REQUIREMENTS

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand, sit, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. A valid State of Wisconsin Drivers License and Commercial Drivers License are also required.

Specific Duties

- Brush pick up once each month
- Operate and maintain Recycling Center
- Empty garbage cans up town and in parks
- Put barricades up when needed
- Clean out city garage for events
- Change flags at City Hall and Cemetery
- Rake stones and sticks
- Reseed ground from snow plowing
- Clean toilets at Parks
- Miscellaneous maintenance at City Hall and Public Library
- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, cemeteries, fire station, well property, water tower, libraries, and roadsides
- Fix pot holes in roads
- Replace dirt around fire hydrants when replaced
- Seed down graves and replace dirt when settling occurs
- Trim trees along streets and at cemeteries
- Replace street sign and stop signs
- Replace shoulder area on streets where needed
- Put gravel on North Street
- Weed trim at cemetery, parks, City Hall, library, fire station, and water tower
- Spray weeds at parks, fire station, City Hall, alleys, parking lots and along streets
- Keep catch basins free to debris
- Sweep streets
- Paint markings on streets and curbs
- Assist Water and Sewer Department when needed
- Assist Police Department when needed
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Attend meetings as necessary to inform and advise Council
- Supervise public works employees
- Contracts and leasing – advise Council
- Maintain cooling and heating systems
- Serve as IT Coordinator
- Oversee equipment maintenance and repair
- Update and execute safety program(s)
- Maintain and repair storm sewer
- Maintain and repair City owned streetlights

City of Markesan Seeks Full-Time Public Works Director

The City of Markesan in Green Lake County is looking to hire a full-time Public Works Director.

Some of the duties and responsibilities of the Public Works Director include, but are not limited to, maintenance, repair, and improvements of all city facilities, snow removal, maintain lawns, parks, cemeteries, and operation and maintenance of equipment. Administration and supervision of the Public Works Department, including capital improvement and budgeting.

Qualifications: Knowledge of public works functions and management, operations, and regulatory requirements, able to work independently, operate equipment, limited knowledge of basic engineering and construction, and good communication skills. A valid State of Wisconsin Driver's License and a Commercial Driver's License are required. Previous Public Works management experience a plus.

Wages and Benefits: Wages dependent on qualifications, benefits include health & life insurance, retirement plan, paid vacations & holidays, sick leave and other benefits.

Application forms and job descriptions are available at www.markesanwi.gov, or the Markesan City Hall, 150 South Bridge Street, Markesan, WI 53946. Phone 920-398-3031.

Submit completed applications and a resume by **need date 2020** at 3:00 p.m. to City of Markesan, Attn: Personnel Committee Chair, 150 South Bridge Street, Markesan WI 53946

City of Markesan is an equal opportunity employer.

Publish: need dates