

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 8/19/2014
REPORTS & RECOMMENDATIONS	2015-2017 Cooperation Agreement with Milwaukee County on Community Development Block Grants and the First Amendment to the Cooperation Agreement	ITEM NUMBER <i>G.10.</i>

The City participates in CDBG largely through a Cooperation Agreement with Milwaukee County. Milwaukee County serves as the direct CDBG agent with the Federal Department of Housing and Urban Development (HUD) and municipalities that participate through a Cooperation Agreement are sub-recipients of Milwaukee County. The CDBG program is largely a bricks-and-mortar federal program designed to target the needs of low to moderate income persons and households. To qualify as a CDBG project, the project has to serve or the project area generally has to have approximately 42.5% to 50% low to moderate income individuals or households. By participating with the County, the County's total population served increases while retaining the qualifying percentages, and the County's total Federal allocation increases. The City of Franklin could not qualify as an entitlement community on its own. Therefore, absent the Cooperation Agreement, the City would only get CDBG funds through the state-wide competitive process. The City of Franklin would not likely be successful in that process.

Other than the City of Milwaukee, I believe all of the communities in Milwaukee County participate in the Cooperation Agreement except two that, based on their demographics, qualify as entitlement communities. The County requires each participating community to execute the same cooperation agreement in order to participate. In this particular year, they distributed a cooperation agreement and then, earlier this month, provided an amendment to add some additionally federally required language. Both of those items are on the agenda for consideration herein.

The 2015-2017 Cooperation Agreement is largely in the same format as the 2012-2014 document. The following discussion briefly addresses the differences and other important items of note. If additional information is needed on any item, such information can be collected.

1. Overall there is a general reformatting of the structure, such as putting most paragraphs under a "Provisions" heading, but that change in structure has no significant impact on the overall content of the document.
2. Provision #2, Consideration, eliminates the following prior wording where the allocation was based on "three factors: equal share, population, and". This leaves the allocation based on the "extent of poverty as defined in the Act." This requirement is being pushed by HUD to more accurately have the distribution of dollars match the distribution of low to moderate income individuals and households. This does slightly reduce our allocation back closer to historical levels, but overall it is hard to argue against the intended purpose of the grant. Our allocation would expect to fall about \$7,400 to approximately \$49,200. Although this is lower than our 2014 formula allocation of about \$56,900, it still exceeds the annual allocation we received in years prior to 2014.

The most interesting issue with the Agreement is that the specific formula for the distribution is not spelled out in the Cooperation Agreement, and it never has been. One could argue that this is a problem with the Agreement, but it has provided for flexibility. The formula was generally guided by discussions at the ICC. The total pot of the County allocation is split in half, with the County using half for County-wide programs and the other half distributed to the municipalities using census data, including the percentage of low to moderate income populations. Again, this method does slightly reduce our anticipated allocation back closer to historical levels, but overall it is hard to argue against the intended purpose of the grant.

3. Provision 2 also adds the statement that "Municipality allocations may also be impacted by past project performance and outcomes, past project compliance with applicable regulation, and compliance with this Cooperation Agreement." This new language is a reasonable requirement that gives the County a way to cut off or pressure a community that is not adhering to the program rules. After all, the County is ultimately on the hook to HUD if a community doesn't follow the rules.

4. Section 5.b. is entirely new text. Every community previously was required to take steps to "affirmatively further fair housing." This was always a requirement of receiving HUD funding. Not every community necessarily did a good job of doing that and it wasn't always clear what actions constituted successfully fulfilling the requirement. This new language provides some clear guidance and specific action items a community can do to meet the requirements. Having this language will help the County avoid further problems with HUD while aiding communities in meeting the requirements.

5. The new amendment is also adding language to ensure compliance with strict HUD regulations that have not always been followed in the County. This language would not keep a community from providing a letter of support and recommending its funding be used in a neighboring community and vice-versa the following year. It would, however, prohibit that type of cooperation becoming a formal, written agreement or contract, because that violates HUD rules and the law. It would not, however, prohibit such non-binding mutual support as discussed.

There are some other minor reformatting and inconsequential wording changes. There are also some other slight changes I would suggest, but are not worth pursuing given that all 16 communities have to have the same language.

Conclusion: The biggest issue is probably the lack of specificity as to the actual funding formula to be used. Again, the formula has never been in the Agreement, and the program has always worked. When issues arise, they are usually addressed by the ICC. One additional reason the County staff provided for the continued lack of a written formula is the flexibility it will give everyone to respond to HUD changes that may come down and the availability, or lack thereof, of the data used for allocation. (For example, some of the census data is slightly older because it was redone by the Census Bureau in 2010.) Realistically, the City would not qualify for any money on its own, so participating at all in the Cooperation Agreement is providing access to resources the City would otherwise not have. That may be why the formula has never been built into the Agreement: it really is a *Cooperation Agreement*.

Update on 2015 Applications: The City's applications for 2015 CDBG funding ended up being for the following projects: a letter of support for Southwest Interfaith for \$5,000; ADA signage for City Hall for \$10,000; Senior Travel, including local educational efforts as may be organized through the Health Department, for \$5,000; the Senior Dining Facility ventilation for \$15,000; the Milwaukee County Home Repair Grants for \$20,000; and the Salvation Army Homelessness Project for \$6,000 (half from Oak Creek). The total request of \$58,000 exceeds our anticipated allotment by the formula, but is intended to take advantage of the fact that some communities will not request their full amount. As noted above, staff was able to identify and develop a program to support the Salvation Army's efforts to fight homelessness. We were also able to get Oak Creek to participate in requesting funding for the Salvation Army's program. The program provides short-term, emergency housing to homeless individuals. When a Police Officer identifies a person in need, they are dropped off at a hotel with which the Salvation Army contracts and the required demographic data will be collected. The Salvation Army then attempts to do an assessment to help the individuals get hooked up with the necessary social service programs as may be appropriate. The County Committee is holding hearings on applications on September 12th.

COUNCIL ACTION REQUESTED

Motion to authorize the Mayor and City Clerk to execute the "Cooperation Agreement" and the "First Amendment to the Cooperation Agreement" for the continued participation between the City of Franklin and Milwaukee County in the cooperative administration of the Federal Community Development Block Grant Program (CDBG) and the Federal Home Investment Partnership Program, for the Federal Fiscal years of 2015, 2016, and 2017, within the general terms and requirements of the laws regulating such Programs.



DEPARTMENT OF HEALTH & HUMAN SERVICES
HOUSING DIVISION

Addendum to
Inv. 20, 2014
2015-2017
Agreement



Milwaukee County

August 1, 2014

City of Franklin
Mayor Steve Olson
9229 West Loomis Road
Franklin, WI 53132

Dear Mayor Steve Olson,

On June 20, 2014 a letter was sent to you to renew the Cooperation agreement between Milwaukee County and each of the participating municipalities. Since the draft of the agreement was sent out, HUD has published some additional requirements contained in the Transportation, Housing and Urban Development, and related Agencies Appropriations Act, 2014. Enclosed is an amendment to the agreement describing the requirements of this Act specifying that CDBG may not be sold.

Please go through your required process to get two copies of the enclosed amendment signed by your municipality. If you have not already done so, please return two signed copies of the agreement and one certified copy of your resolution to the address below. Please return by September 15, 2014.

Milwaukee County CDBG
Attention: Victoria Toliver
2711 W. Wells Street, Room 102
Milwaukee, WI 53208

If you have questions, please contact me at 278-4880 or jean.wolfgang@milwaukeecountywi.gov. We look forward to a continued partnership.

Sincerely,

Jean Wolfgang
Housing Manager
Health and Human Services

2711 W. Wells, Room 102, Milwaukee, Wisconsin 53208
Housing Choice Voucher: 414-278-4894 ♦ Fax 414-223-1825
Home Repair: 414-278-4917 ♦ Fax: 414-223-1815
Community Development Block Grant: 414-278-4780 ♦ Fax: 414-223-1825

FIRST AMENDMENT TO COOPERATION AGREEMENT

THIS FIRST AMENDMENT is entered into on this ____ day of _____, 2014, by and between Milwaukee County, Wisconsin, (hereinafter referred to as the "County") and the _____, (hereinafter referred to as the "Municipality").

WITNESSETH:

WHEREAS, the County and the Municipality have entered into a Cooperation Agreement that qualifies the County as an Urban County entitling the parties to receive Community Development Block Grant ("CDBG") funds to conduct and administer housing and community development activities and projects; and

WHEREAS, the United States Department of Housing and Urban Development ("HUD") revised the requirements for cooperation agreements and a new requirement was added in the Transportation, Housing and Urban Development, and related Agencies Appropriations Act, 2014, Pub. L. 113-76; and

WHEREAS, the County and the Municipality have agreed to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree to amend the Cooperation Agreement as follows:

PROVISIONS:

1. A new Section 5.k. shall be added to the Agreement which states: "As required by the Transportation, Housing and Urban Development, and related Agencies Appropriations Act, 2014, Pub. L. 113-76, a local unit of general government may not sell, trade or otherwise transfer all or any portion of the CDBG funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended."
2. In the event of any conflict between the terms and provisions of this Amendment and the terms and provisions of the Cooperation Agreement, the terms and provisions of this Amendment shall govern, control and prevail.

SIGNATURE PAGE FOLLOWS:

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day, month and year first above written.

MUNICIPALITY

Name: _____

Title: _____

Name: _____

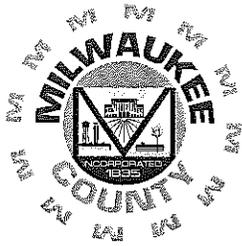
Title: _____

MILWAUKEE COUNTY

Hector Colon, Director
Department of Health and Human Services

Approved as to Execution:

By: _____ Date: _____
Corporation Counsel



DEPARTMENT OF HEALTH & HUMAN SERVICES

HOUSING DIVISION

Milwaukee County

June 20, 2014

Mayor Steve Olson
9229 West Loomis Road
Franklin, WI 53132

Dear Mayor Steve Olson,

It is time again to renew the Cooperation agreement between Milwaukee County and each of the participating municipalities. The last agreement signed covered years 2012, 2013, and 2014. Obtaining the Urban County designation through this agreement brings approximately \$1,200,000 in CDBG funds and \$827,000 in HOME funds to the County annually. The Department of Housing and Urban Development requires a 3-year agreement. Over past decades the agreement has remained the same. This year we were required strengthen the section about affirmatively furthering fair housing and the "equal" or "fair" share language was eliminated. The purpose of these funds is to serve low- to moderate-income persons and households, therefore distribution logically should be based on that population. Milwaukee County staff worked with municipalities that were interested in this process to make these changes.

Please go through your required process to get two copies of the enclosed agreement signed by your municipality. Please return two signed copies of the agreement and one certified copy of your resolution to to:

Milwaukee County CDBG
Attention: Victoria Toliver
2711 W. Wells Street, Room 102
Milwaukee, WI 53208

If you have specific program questions, please contact Jean Wolfgang at 278-4880 or jean.wolfgang@milwaukeecountywi.gov. If your legal counsel has legal questions, please direct them to Attorney Kuglitsch at 278-4289 or paul.kuglitsch@milwaukeecountywi.gov. We look forward to a continued partnership.

Sincerely,

James Mathy
Housing Administrator
Health and Human Services

2711 W. Wells, Room 102, Milwaukee, Wisconsin 53208
Housing Choice Voucher: 414-278-4894 ♦ Fax 414-223-1825
Home Repair: 414-278-4917 ♦ Fax: 414-223-1815
Community Development Block Grant: 414-278-4780 ♦ Fax: 414-223-1825

COOPERATION AGREEMENT

THIS AGREEMENT entered into on this ____ day of _____, 2014, by and between Milwaukee County, Wisconsin, (hereinafter referred to as the "County") and the _____, (hereinafter referred to as the "Municipality").

WITNESSETH:

WHEREAS, the United States Congress enacted the Housing and Community Development Act of 1974 (P.L. 93-383) as amended, (hereinafter referred to as the "Act") providing Federal assistance for the support of community development activities which are directed toward the specific objectives identified in Section 101 of the Act; and

WHEREAS, the United States Congress also enacted the Cranston-Gonzalez National Affordable Housing Act (P.L. 100-625) as amended, (hereinafter referred to as "NAHA") providing Federal assistance for, among other things, the HOME Investment Partnership program (hereinafter referred to as "HOME") which is intended to increase the number of families served with decent, safe, sanitary, and affordable housing and to expand the long-term supply of affordable housing; and

WHEREAS, the Act makes possible the allocation of funds to Milwaukee County for the purpose of undertaking only community development program activities identified in Section 105 of the Act; and

WHEREAS, NAHA makes possible the allocation of funds to Milwaukee County for the purpose of undertaking housing programs identified in Section 211 of NAHA; and

WHEREAS, the County intends to apply to the U.S. Department of Housing and Urban Development (hereinafter referred to as "HUD") for funds authorized under the Act and NAHA; and

WHEREAS, the Act recognizes that the Municipality may enter into cooperation agreements with the County in order to undertake housing and community development activities as authorized in Section 105 of the Act; and

WHEREAS, the County and the Municipality have determined that joint action is an effective way to accomplish the purposes of said Act and NAHA; and

WHEREAS, counties in Wisconsin, pursuant to Wisconsin Statutes Sec. 59.01 and municipalities in Wisconsin, pursuant to Wisconsin Statutes Sec. 66.0301 have the necessary authority to enter into contracts of the type herein contemplated.

NOW, THEREFORE, upon the consideration of the mutual promises contained herein, it is agreed between the County and the Municipality as follows:

PROVISIONS:

1. Purpose. The purpose of this Agreement is to establish the mutual desire to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, by means of submitting to HUD a Consolidated Plan and Annual Action Plan for both HUD Community Development Block Grant Funds ("CDBG") as an Urban County from Federal Fiscal Years 2015, 2016, and 2017 appropriation and from any program income generated from the expenditure of such funds, and HUD HOME funds from appropriations in the same three (3) federal fiscal years and from any program income generated from the expenditure of such funds.
2. Consideration. The Municipality, by the execution of this Agreement, agrees to have its yearly CDBG allocation based on extent of poverty as defined in the Act. To receive an allocation the Municipality must have proposed project(s) that meet the National Objectives of the Act. Municipality allocations may also be impacted by past project performance and outcomes, past project compliance with applicable regulations, and compliance with this Cooperation Agreement. All funds shall be used within the Urban County jurisdiction. The County agrees to include the Municipality as part of its Annual Action Plan to be submitted to HUD under the terms and conditions of the Act.
3. Restrictions. Neither the County nor the Municipality shall have a veto or other restrictive power which would in any way limit the cooperation of the parties to this Agreement or obstruct the implementation of the approved Consolidated Plan during the period covered by this Agreement.
4. Term. The term of this Agreement shall be three (3) years commencing the day of execution and continuing through the three (3) entire Program Years 2015, 2016, and 2017 and for such additional time as may be required for the expenditure of program income received and of funds granted through the Act and NAHA to the County for such period, as defined by HUD regulations and included within HUD Notice CPD 05-01. A municipality executing an Agreement for participation shall not have the opportunity to terminate or withdraw from the Agreement during the period that this Agreement is in effect. This Agreement shall be in effect for three (3) successive years and remain in effect until the CDBG and HOME funds and program income received with respect to activities carried out during the three-year period are expended and the funded activities completed.
5. Obligations.
 - a. Milwaukee County and the _____ agree to undertake all actions necessary to assure compliance with Milwaukee County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, provisions of the National Environmental Policy Act of 1969, and other applicable laws. In addition, the Municipality is

subject to the same requirements applicable to subrecipients, pursuant to 24 CFR 570.501(b), including the requirement of a written agreement as set forth in 24 CFR 570.503.

The Municipality understands, acknowledges and agrees that non-compliance with any of the provisions above may constitute non-compliance by the County which may provide "cause" for funding sanctions or other remedial actions by HUD. Further, Urban County Community Development funding is prohibited for activities in or in support of any cooperating unit of government that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with its fair housing certification.

- b. The Municipality shall select at least three (3) action items from the list below to affirmatively further fair housing for the duration of this Agreement. The Municipality shall keep records documenting actions taken to affirmatively further fair housing and provide an annual report to the County of such actions within fifteen (15) days of the end of the calendar year.
 - i. Provide Milwaukee County Housing Division and make available to developers an inventory of developable land that is suitable for affordable, high-density, multi-family housing.
 - ii. Provide a list to the Milwaukee County Housing Division annually of all Tax Incremental Financing (TIF) Districts that will terminate within the next five (5) years and plans to extend the TIF to create affordable multi-family housing.
 - iii. Work with Southeast Wisconsin Regional Plan Commission and/or Metropolitan Milwaukee Fair Housing Council to review and revise ordinances to remove barriers to affordable housing. Zoning ordinances, building ordinances, and fair housing ordinances are examples of the types of ordinances that may impact housing.
 - iv. Make changes to zoning districts to better connect transportation to areas zoned for multi-family housing.
 - v. Work with Milwaukee County Housing Choice Voucher program to identify and outreach to landlords in the Municipality to encourage participation in the Housing Choice Voucher program and provide landlords with fair housing information.
 - vi. Train elected officials serving on the governing board (common council/board of trustees) and volunteers serving on the plan commission, board of appeals, and other bodies impacting housing in fair housing laws and the requirement to affirmatively further fair housing.

- vii. Train "first point of contact" staff to ensure that persons requesting assistance for possible fair housing violations obtain timely and accurate information from anyone who may answer a phone or field fair housing inquiries from the public.
 - viii. Any other activity listed in the recommendations section of Milwaukee County Analysis of Impediments to Fair Housing (June 2008 edition and any updated Analysis) with approval from the Milwaukee County Housing Division.
- c. Nothing contained in this Agreement shall deprive any Municipality of any power of zoning, development control or other lawful authority that it presently possesses.
 - d. Pursuant to HUD regulations, the Municipality may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the Urban County's CDBG program.
 - e. Pursuant to HUD regulations, the Municipality may not participate in a HOME consortium except through the County, regardless of whether the County receives a HOME formula allocation. However, this Agreement does not preclude The County or the Municipality from applying for State HOME funds.
 - f. The Municipality attests that it has adopted and is enforcing:
 - i. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - ii. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
 - g. The Municipality must inform the County of any income generated by the expenditure of CDBG funds received by the Municipality.
 - i. Any such program income must be paid to the County, or if the completion of an approved activity should require the use of program income, the Municipality may retain said income upon mutual agreement of the County and the Municipality.
 - ii. Any program income the Municipality is authorized to retain may only be used for eligible activities in accordance with all CDBG requirements as may then apply.

- h. The Municipality must establish and maintain appropriate record keeping and reporting of any retained program income and make such available to the County in order that the County can meet its monitoring and reporting responsibilities to HUD.
- i. If the Milwaukee County Urban County Community Development program is, at some future date, closed-out, or if the status of the Municipality's participation in the Milwaukee County Urban County Community Development program changes, any program income retained by the Municipality, or received subsequent to the close-out or change in status, shall be paid to the County.
- j. If the Municipality utilizes in whole or in part, funds covered by this Agreement to acquire and/or improve real property which will be within the control of the Municipality, then the following standards shall apply:
 - i. The Municipality will notify the County in advance of any modification or change in the use of real property from that planned at the time of the acquisition or improvement, including disposition;
 - ii. The Municipality will, if acquired or improved property is sold or transferred for a use which is not an eligible CDBG activity, reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds); and
 - iii. Program income generated from the disposition or transfer of property acquired and/or improved in whole or in part with CDBG funds prior to or subsequent to the close-out, change of status, or termination of this Cooperation Agreement shall be treated under the provisions of this Agreement concerning program income.

6. Authorization.

- a. The County has executed this Agreement pursuant to action taken by its Board of Supervisors on _____, 20____, Resolution File No. _____ (copy attached).
- b. The Municipality has executed this Agreement pursuant to action taken by its governing body on _____, 20____, by law (copy attached).

SIGNATURE PAGE FOLLOWS:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month and year first above written.

MUNICIPALITY

Name: _____

Title: _____

Name: _____

Title: _____

MILWAUKEE COUNTY

Hector Colon, Director
Department of Health and Human Services

Approved:

Approved:

By: _____ Date: _____
County Executive

By: _____ Date: _____
Office of the Comptroller

Approved as to Execution:

By: _____ Date: _____
Corporation Counsel

<p style="text-align: center;">APPROVAL</p> 	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">8/19/2014</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">City Hall Roof and Siding Replacement Capital Improvement Fund Project</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;">6.11.</p>

The City has in its Capital Improvement Plan \$210,000 for replacement of the northern half of the roof of City Hall. The southern half is listed in the 2014 budget as an anticipated project for 2015. The roof is broken into two different sections by a wall that relates to the different phases of construction of the City Hall. The project scope, as currently authorized, calls for also replacing the vertical, brown boards that extend down from the roof line approximately 5.5 feet, as well as the matching boards below window framing and around door overhangs.

The decision on the material with which to replace these boards has not yet been made. Staff is seeking direction from the Common Council on this determination. Additionally, staff is recommending pushing the 2014 project back to 2015 and dealing with the entire City Hall roof as one project. Both issues are addressed below. The discussions will provide input from the Director of Administration and Facilities Manager, from the roofing consultant approved by the Common Council to prepare the specifications, and from three Architects who currently volunteer their time to serve on Boards and Commissions: Ted Juerisson, Mark Arndt, and Mike Soto. I would like to thank them for volunteering their time to provide professional input on this topic.

Siding Material Options: The attached materials options summary sheet was prepared by the roofing design consultant who recommends use of the metal panel siding as the all around cost-effective option. Wood siding and exterior insulation finish system (commonly called EIFS) were unanimously recommended against, although EIFS becomes a valid option if looking to add decorative features of some nature throughout the presentation. There was some consideration that fiber cement siding, which is more common in a residential usage, was becoming more acceptable in commercial, multi-family, and non-residential structures and that it's durability, especially with the right paint, is better than indicated on the table. Nonetheless, metal panel siding was generally the unanimous first choice for the recommended material.

Everybody agreed that using a good quality finish, such as Kynar, was important. There was some debate as to all aluminum versus a galvanized aluminum coated steel (galvalum), with the debate as to whether the added cost was worth the long-term, rust free nature of aluminum. A metal panel with zinc primed steel is a third option, but it is less durable. The galvalum appeared to be the primary recommendation as to materials, but I recommend bidding out both galvalum and all aluminum materials and re-evaluating the benefits once the costs are known. If you are anticipating moving City Hall and razing the current building in the next 20 years, you might elect to use the zinc primed steel.

Color Options: A variety of colors are available for the metal roofing, particularly since color matching abilities have improved. In the end, only two or three colors received much detailed consideration. The roofing consultant, however, prefers to lean away from making aesthetic choices and focuses on structural and technical components. Mark Arndt favored a blue finish, using the "Franklin Blue", to make it stand out as City Hall; bronze was his second choice. Ted Juerisson favored a darker bronze, similar to the window frames, and likes the idea of the metallic anodized look to give the dark bronze some reflectivity for an overall richness. A caution was presented that the metallic anodized color is rich, but it only works if one is aesthetically comfortable with metal because the anodized colors are more recognizable as metal. Mike Soto and staff lean toward a darker, natural color. Although staff generally likes the dark bronze to match the windows, in the end, staff concurs with the recommendation of Mr. Soto, who indicated a dark, natural brown

was a safer route that would be most publicly accepted. Additionally, from the road it would likely continue to have the same look to residents who have passed by it for these many years. I would also note that staff's concern with the Franklin Blue is that the Police Department building used a light green; so the recognition factor, or link to Franklin Blue, is lost without the uniformity between the buildings, particularly when neither of those colors was used in the Library.

Aesthetic Considerations:

Flat Panels, Ribbed Panels, and Standing Seam Panels: Ted Juerisson liked the idea of using a standing seam panel, with clear defined ridges (like on the yellow building on the last page of the attachment), because it will add character over the long slab of the building side. Such a standing seam does add some strength as well, but our shorter vertical distance may not make that as important. A standing seam panel, however, clearly identifies itself as metal in character. As such, although it is simply a matter of preference, staff and Mike Soto, again, recommend the style that most closely replicates the current wood panels, which is a twelve-inch panel with three ribs (pages 2 and 9 of the attachment). Mike Soto notes that adding a textured or embossed finish will help add some richness while hiding some imperfections in panel application that can be evident when lighting reflects slightly differently off adjacent areas of a flat panel application. (The imperfections are not a materials or coating imperfections, but, rather, a perception of imperfection when placing flat panels on a substrate that is not perfectly uniform.) The standing seam panels, however, would be good for a limited application on the roof portions of the door overhangs, thereby creating some distinction in the pattern from the siding portion to the door overhangs.

Trim: A few of the simulated pictures in the attached packet incorporate a horizontal band or trim across the top and/or bottom of the panels. Generally, the trims were not appreciated. It was generally thought that any trim that is structurally required should be minimized and made to be the same color as the panel in order to not make a "feature" out of the trim. Mr. Soto did point out that trim works if you are introducing a color like blue and that, alternatively, the light-colored window sills could lend itself to a four inch light band at the bottom and an eight inch light band at the top.

Structural Changes to the Building: Ted Juerisson suggests eliminating the "wings" that drop down from the sides of the doorway overhangs. He does not believe they provide any aesthetic benefit and that a more uniform presentation with balance across the overhang would be more appealing. Mark Arndt tended to agree with that conclusion. They do not appear to have a structural purpose, so could likely be eliminated without great cost. Mike Soto didn't have a preference for removal of the wings. On the other hand, he noted that if there was a desire to really enhance the building aesthetics, an entirely new entrance structure could be designed as a low-cost, but dramatic, enhancement to an otherwise generally flat profile. Picture, for example, the entry way to the Police Department. Given the project timing issue discussed below, there might be some time available to investigate some more impressive entryways to City Hall that could easily be added on to the current structure.

Project Timing: The consultant and architects generally believe the City will be better off to hold off on the project for a winter bid process and a spring construction combining both phases, the north and south portions of the building. Estimates ranged up to 10 to 15% for potential savings given their individual assessments of the current status of the roofing market place, although everyone noted that such an estimate is a gut assessment of the marketplace and not a hard and fast number. Each noted that any single bidder could make right now the best time to bid but that, overall, bidding as a spring project would be advantageous. One suggestion was made to bid it out now, evaluate the bids, and if not low enough, reject them all and rebid later. Given the vacancy in Engineering and Ron's current workload, I do not recommend a bidding process that is effectively investigatory at this time.

Note that the City Hall project had anticipated to be bid with the portion of the Fire Station #1 project that was funded in the 2014 budget as well. Given the recommended combination of the two phases of the City Hall

into one 2015 project and the combined magnitude of that single project, it was universally recommended that the City Hall and Fire Station be separated into their own, separate projects. The Fire Station project's scope would be too small, and it would almost be a nuisance in overall bid with City Hall. None of the professionals thought it was in the City's best interest to continue to package them as one project. As such, it is anticipated that Fire Station 1 could still occur this year, but depending upon overall workload, it could be pushed back and bid over the winter for a spring construction as well.

Material samples will be placed in the Aldermen's Room for viewing prior to the meeting and will be available at the meeting. The recommended motion presented below represents staff's recommendations, which is, effectively, to pursue the most non-obtrusive siding replacement using metal panel siding. Any portion of the recommendation could be easily altered to reflect the preferences of the Common Council. In the recommended motion, the use of a standing seam panel on the top portion of the door overhangs is worded such that it is subject to further technical considerations by staff and professional consultants. The form of the motion does not limit staff relative to the final materials specified, so that staff can work with the roofing consultant to likely bid out at least two material and finish options, focusing on a quality, durable finish, as discussed above.

COUNCIL ACTION REQUESTED

Motion to direct staff to prepare for the replacement of the City Hall roof as one project with a 2014-15 winter bid and a 2015 spring construction, including replacement of current wood siding with a natural dark brown, embossed, three-ribbed, metal panel siding, except on the top portion of the door overhangs where a standing seam panel is expected to be used, and using a durable quality finish or material.

Additional Alternative Motion: Motion to direct staff to recommend an architect to provide some concepts for alternative entry way designs to enhance the overall character of City Hall.

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Material	Cost	Design Service Life	Pros/Cons
T1-11 Wood Siding	\$45,000.00	15 years	<p>Pros:</p> <ol style="list-style-type: none"> 1. Available in OSB or Plywood 2. T1-11 siding is relatively strong 3. Various colors and stains available 4. Inexpensive initial cost <p>Cons:</p> <ol style="list-style-type: none"> 1. Wood siding is most susceptible to the elements, succumbing rather easily to rot, insects, warping and splitting 2. Requires regular maintenance. (Could require re-staining every 3 years or repainting every 5-10 years) 3. Lower designed service life, even when properly maintained
Fiber Cement Siding (Hardie Panels)	\$85,000	30 Years	<p>Pros:</p> <ol style="list-style-type: none"> 1. Easy installation; similar to T1-11 2. Available in factory applied finishes (15 year finish warranty) 3. Fire resistant 4. Will not rot or blister 5. Insect resistant <p>Cons:</p> <ol style="list-style-type: none"> 1. Extensive exposed vertical joints which are susceptible to water infiltration and limit architectural options 2. Looks out of place in most commercial applications 3. Limited to 24 factory colors or repaint every 7-8 years 4. Newer product without in service long term testing 5. Resistant to only minor impact
Metal Panel Siding Upgraded Texture Upgraded Finish (Faux Wood)	\$70,000.00 + approx. 30% + approx. 75-100%	40 years	<p>Pros:</p> <ol style="list-style-type: none"> 1. Various colors and finishes available 2. Galvanized steel siding is resistant to denting 3. Low maintenance cost 4. Cut to any length for continuous look 5. Steel siding retains color very well. (Kynar 500 finish used as design standard) 6. Fire resistant 7. Will not rot or blister 8. Insect resistant 9. Recycled forms of metal siding can be environmentally friendly 10. Long service life <p>Cons:</p> <ol style="list-style-type: none"> 1. Moderate initial cost 2. Poor insulator
Exterior Insulation Finish System (EIFS)	\$125,000- \$150,000	25 years	<p>Pros:</p> <ol style="list-style-type: none"> 1. Various colors and finishes available 2. Finish can reduce heating costs 3. High Strength 4. Fire Resistant 5. Long service life when properly installed <p>Cons:</p> <ol style="list-style-type: none"> 1. Difficult and expensive to install 2. EIFS can be susceptible to water 3. Easily dented or damaged 4. Requires regular maintenance (Finish may require recoating every 3-5 years)

CONCEALED FASTENER PANELS

FABRAL² SELECT SERIES[®] 12

Panel Specs

- Panel Options Available: 12-R2 (Recommended), 12-R0, 12-W
- For Vertical Use Only
- Perforation Available
- Substrate Offering: .032" and .040" Aluminum and 24, 22, 20 and 18 Gauge Steel
- Maximum Panel Length: 45'
- Minimum Panel Length: 4'

Technical Data

Hail Resistance

UL2218, Class 4

Fire Resistance

UL790, Class A

Air Infiltration

ASTM E283

ASTM E1680

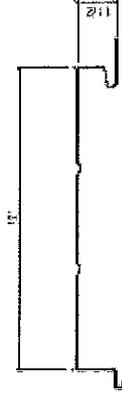
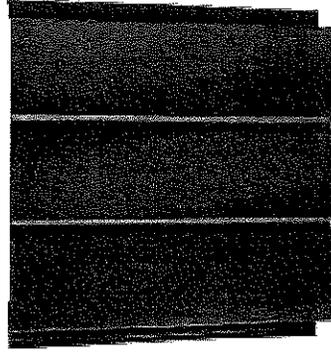
0.10 cfm/ft² @ 1.57 psf

0.25 cfm/ft²@ 6.24 psf

Water Penetration

ASTM E331

No Water @ 12 psf



12-R2



12-W



12-R0

A concealed fastener, flush panel design that is suited for monolithic walls, equipment screens, fascia and soffit applications.

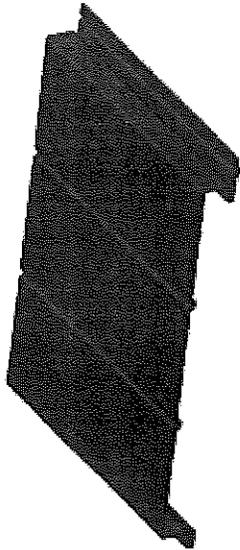
MBCI Metal Roof and Wall Systems

FW-120

The FW-120 panel is a concealed fastener wall and liner panel that provides a flat appearance. FW-120 is commonly used for architectural, commercial and industrial markets. The heavy gauge offering provides for large spanning capabilities, particularly in composite wall applications. FW-120 is available in a flat profile with one bead or two beads.

Air Infiltration and Water Penetration

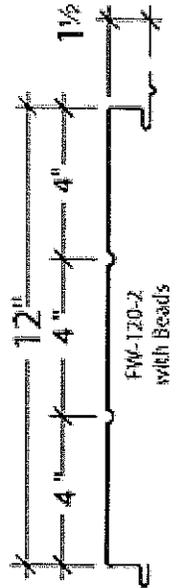
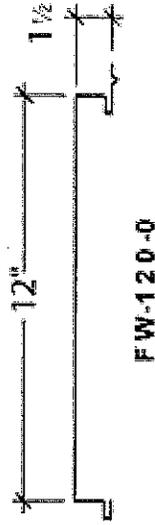
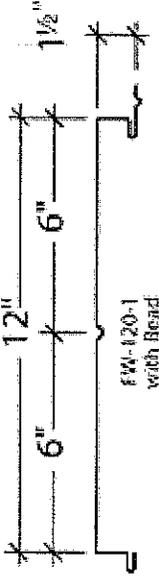
The FW-120 Panel has been tested by a certified independent laboratory in accordance with ASTM test procedures for Air Infiltration and Water Penetration at the sidelap. Test results show no air leakage at 1.57PSF and no water penetration at 5.24PSF differential pressure.



FW-120 Product Information

- Coverage Width – 12"
 - Panel Attachment – Concealed Fastening System
 - Gauge – 24 (standard); 22 and 20 (optional)
 - Finishes – Smooth (standard); Embossed (optional)
 - Coatings – Signature® 300
- Applied Finishes

Panel Profiles

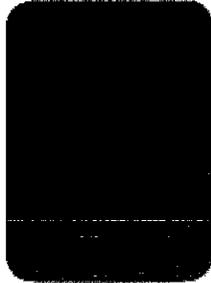


Fabral Stock Colors

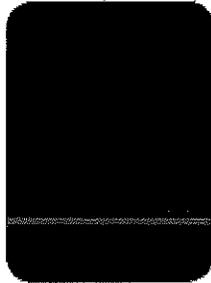
STANDARD STOCKED ARCHITECTURAL COLORS

Fabral® offers a carefully selected palette of standard stocked colors.

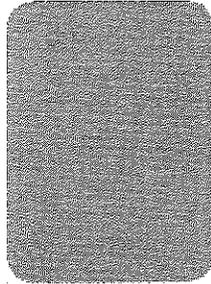
Core Colors



Colonial Red^A
SR: 14 IE: 05 SR: 35



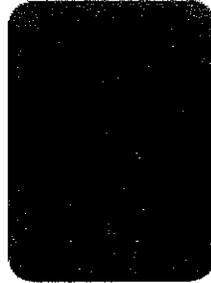
Brandywine
SR: 26 IE: 05 SR: 24



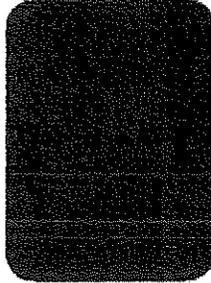
Patina Green^A
SR: 24 IE: 07 SR: 29



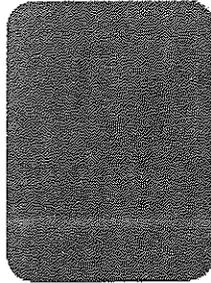
Classic Green
SR: 28 IE: 06 SR: 24



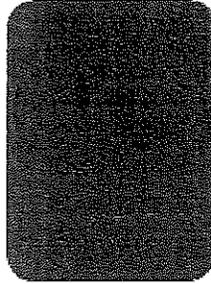
Hartford Green^A
SR: 10 IE: 02 SR: 2



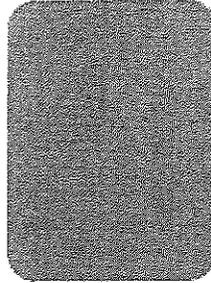
Regal Blue
SR: 20 IE: 06 SR: 27



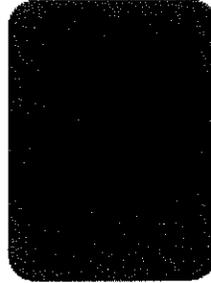
Slate Blue
SR: 26 IE: 05 SR: 24



Stone Gray^A
SR: 05 IE: 04 SR: 17



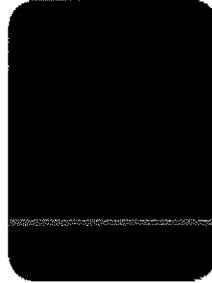
Slate Gray^A
SR: 05 IE: 06 SR: 06



Charcoal^A
SR: 12 IE: 05 SR: 12



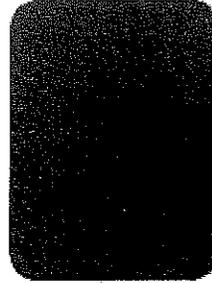
Matte Black
SR: 27 IE: 06 SR: 26



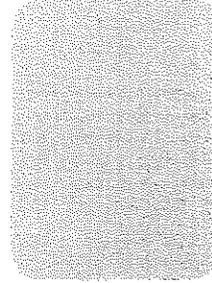
Dark Bronze
SR: 26 IE: 03 SR: 14



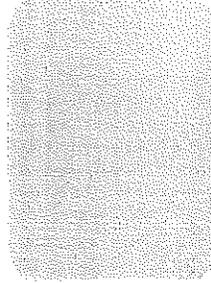
Mansard Brown^A
SR: 08 IE: 06 SR: 29



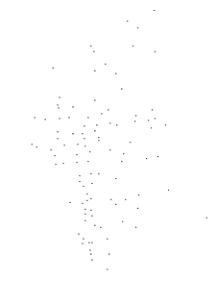
Medium Bronze^A
SR: 09 IE: 07 SR: 31



Sierra Tan^A
SR: 05 IE: 06 SR: 07



Surrey Beige^A
SR: 40 IE: 06 SR: 43



Sandstone^A
SR: 53 IE: 06 SR: 43



Almond^A
SR: 03 IE: 06 SR: 05



Bone White^B
SR: 72 IE: 04 SR: 07

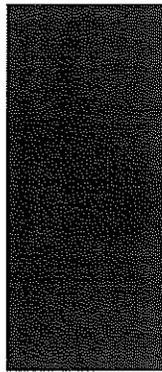


Regal White^B
SR: 00 IE: 06 SR: 02

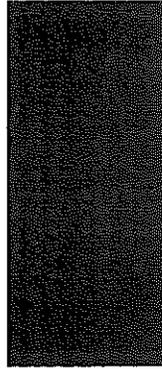
MBCI Stock Colors

SIGNATURE® 300 STANDARD COLORS

KYNAR 500®, HYLAR 5000®, Low Gloss



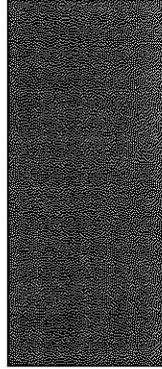
HARBOR BLUE *
SR .48 SRI 30



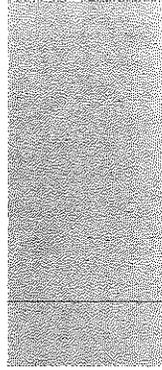
COLONIAL RED *
SR .34 SRI 37



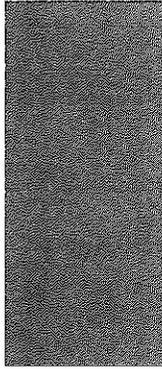
MEDIUM BRONZE *
SR .33 SRI 36



PACIFIC BLUE *
SR .29 SRI 31



NATURAL PATINA *
SR .41 SRI 47



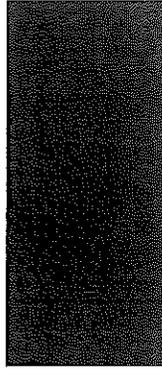
SLATE GRAY *
SR .37 SRI 41



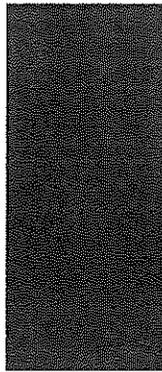
ALMOND *
SR .53 SRI 76



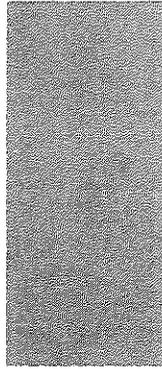
MIDNIGHT BRONZE *
SR .29 SRI 31



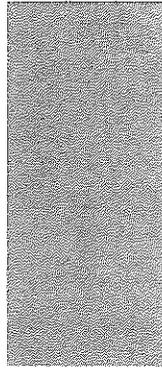
CLASSIC GREEN *
SR .28 SRI 30



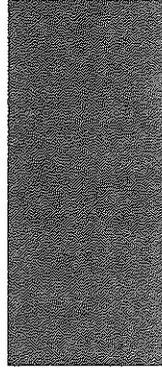
EVERGLADE *
SR .33 SRI 36



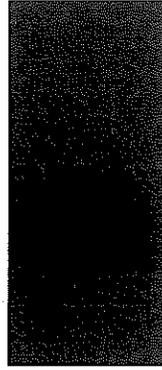
BROWNSTONE *
SR .47 SRI 54



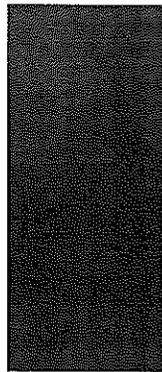
TUNDRA *
SR .46 SRI 53



SPRUCE *
SR .36 SRI 40



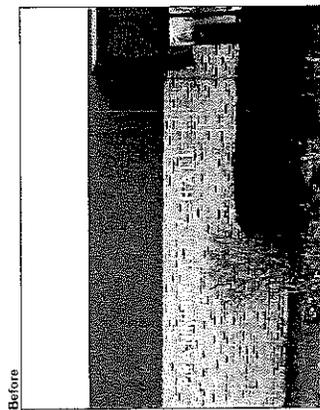
HUNTER GREEN *
SR .35 SRI 39



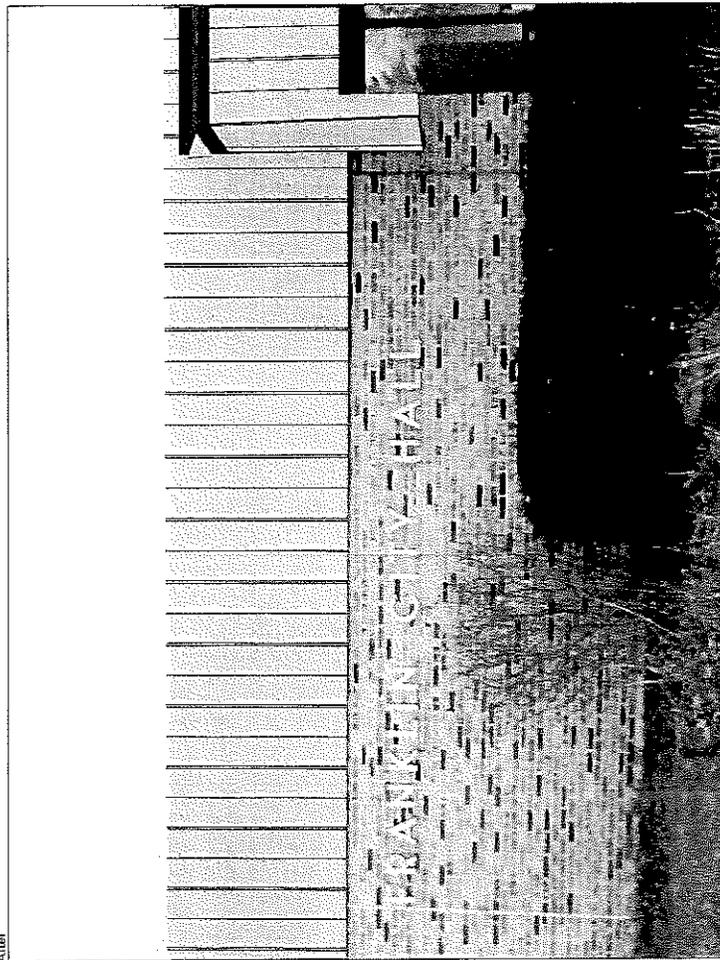
BRITE RED *
SR .49 SRI 55



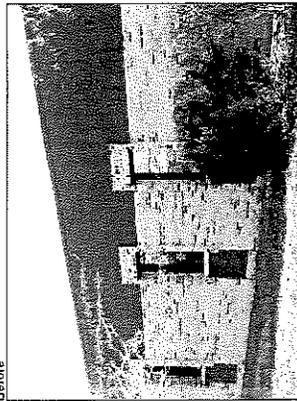
BONE WHITE *** *
SR .70 SRI 85



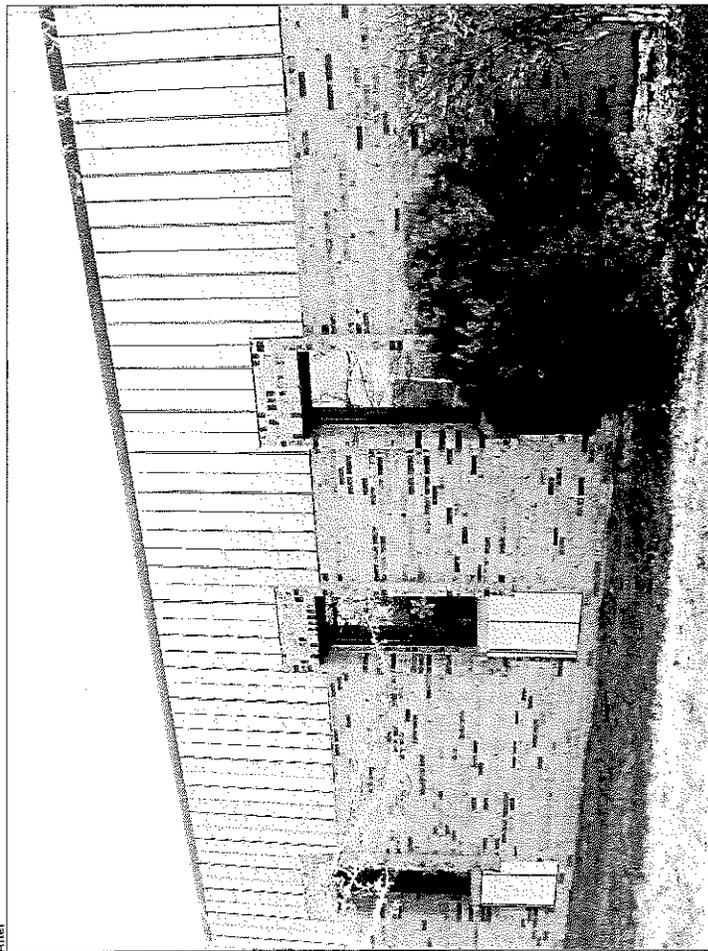
Before



After

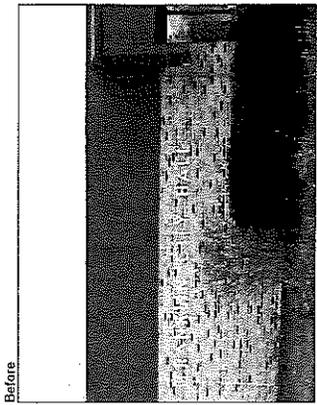


Before

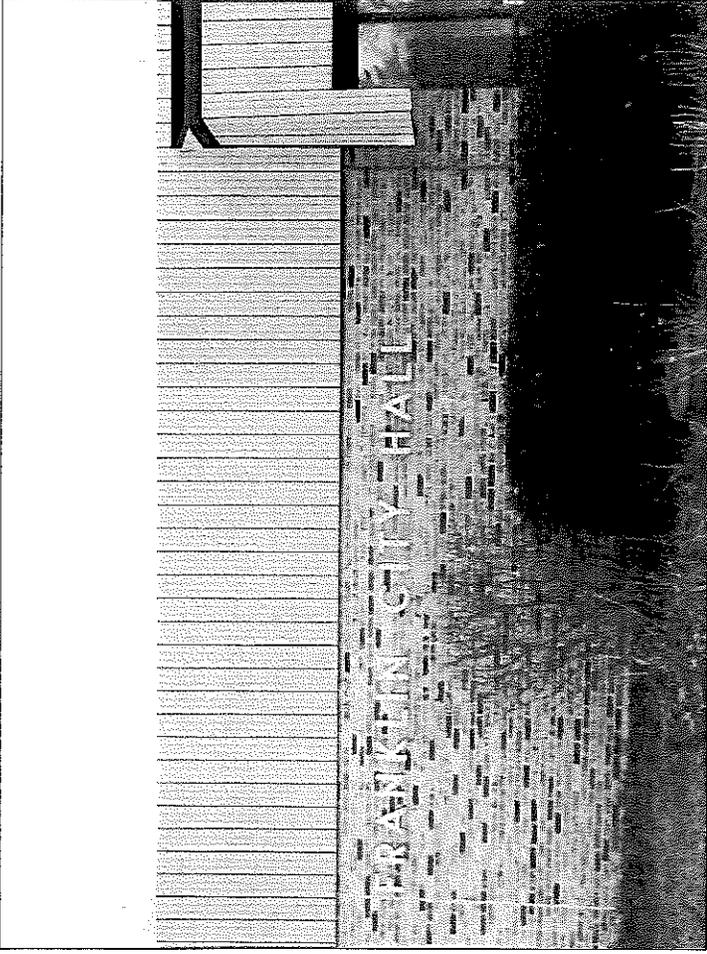


After

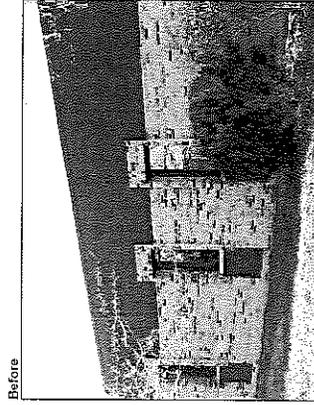
12" Panel – No Ribs



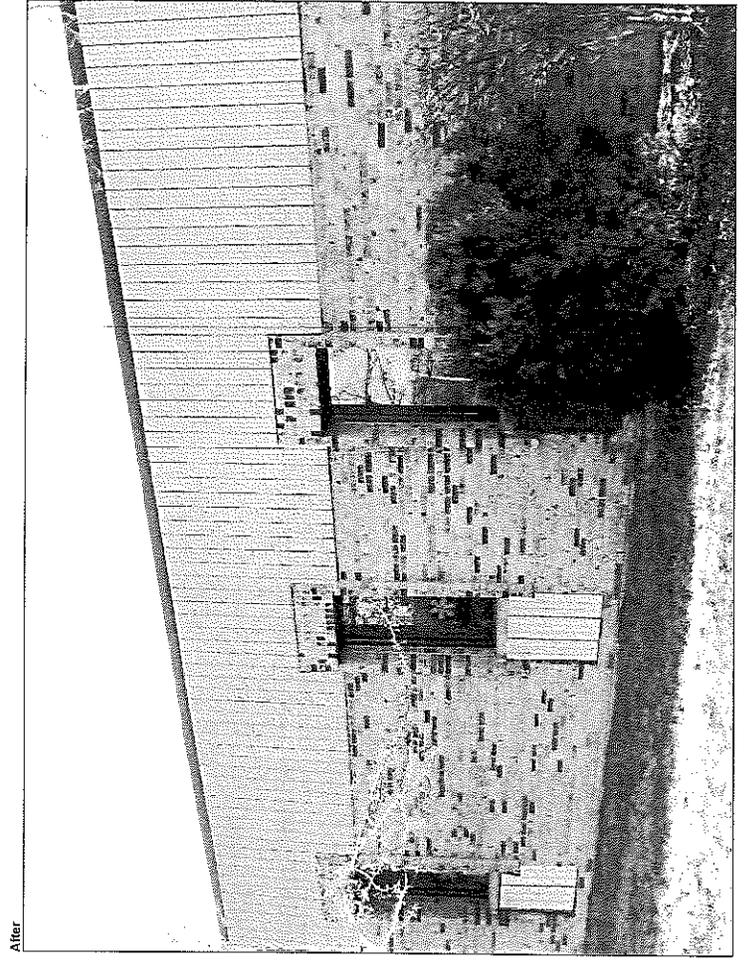
Before



After

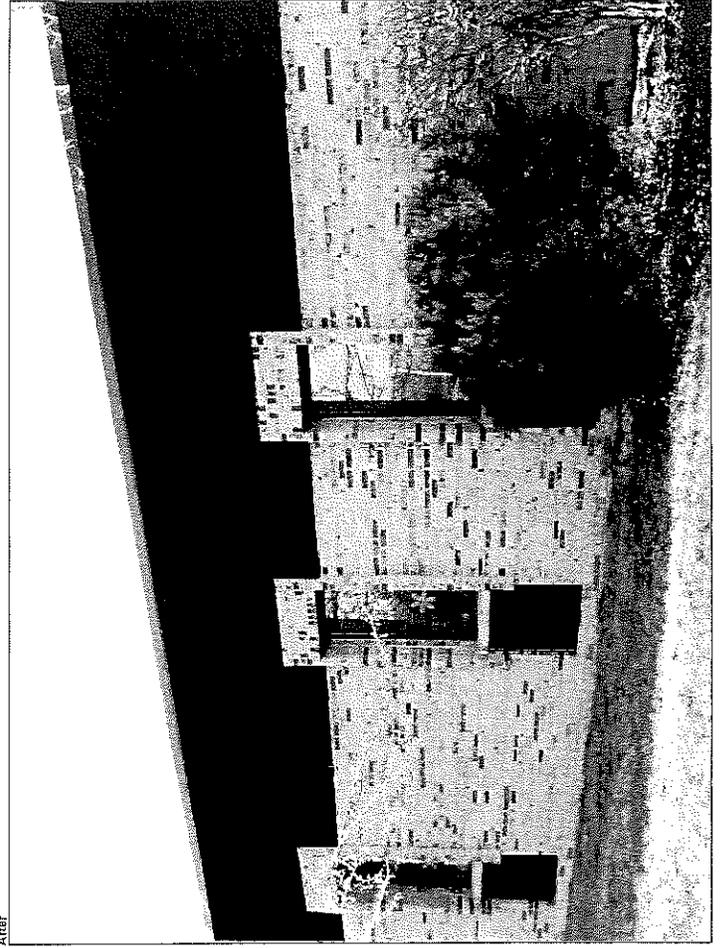
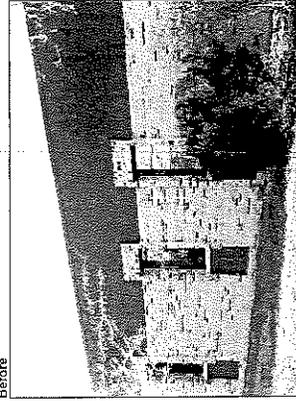
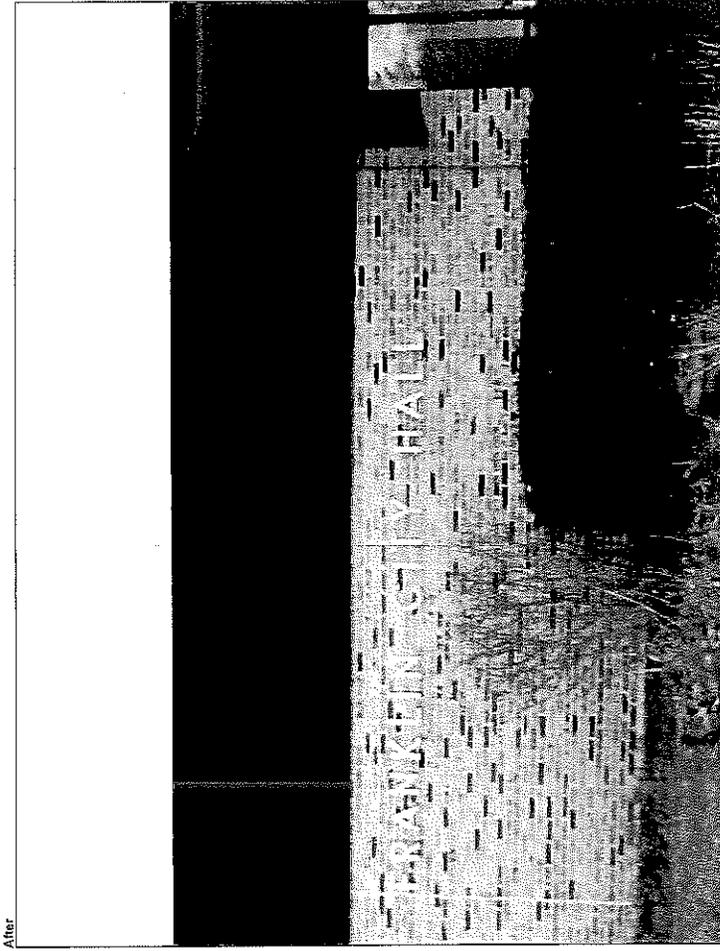
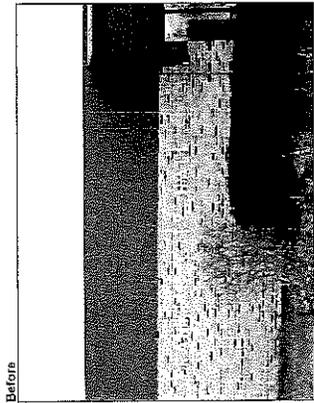


Before

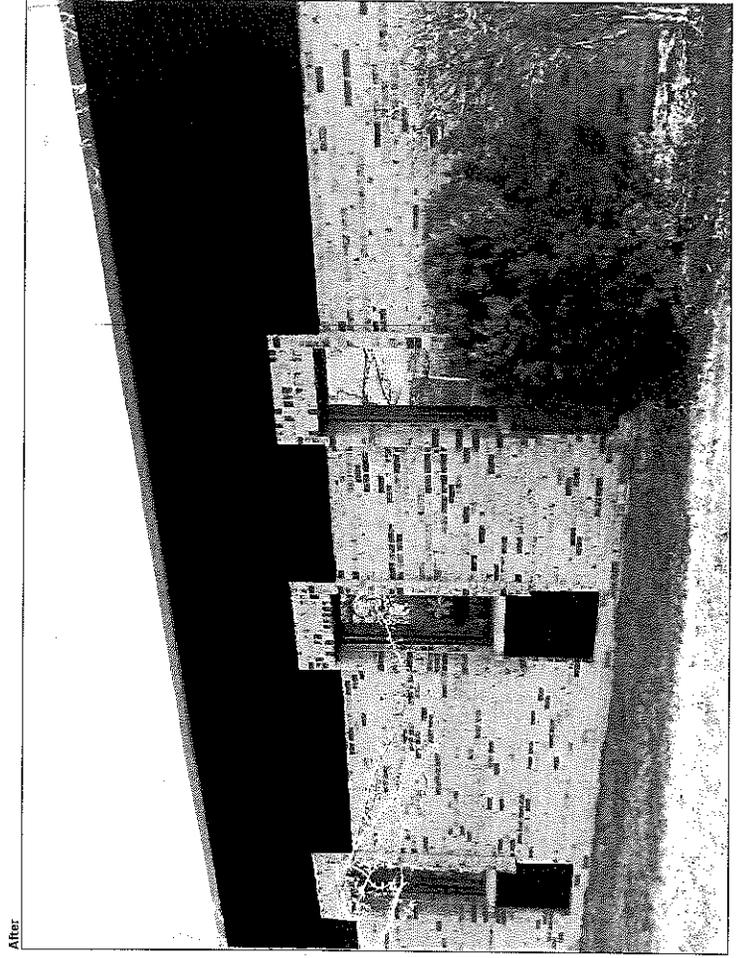
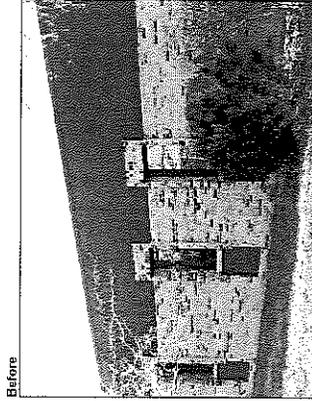
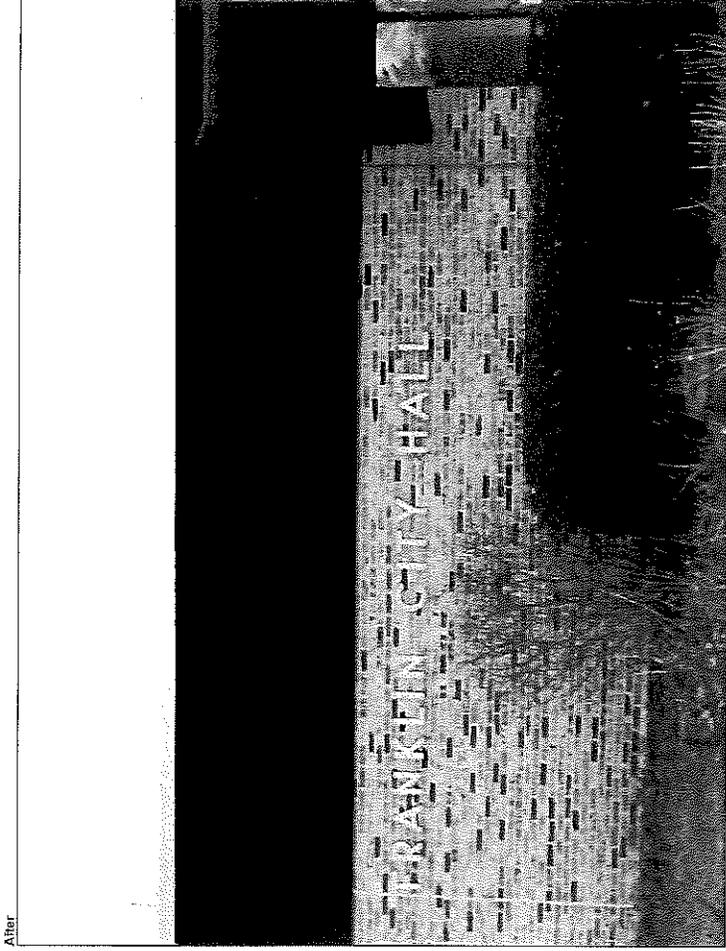
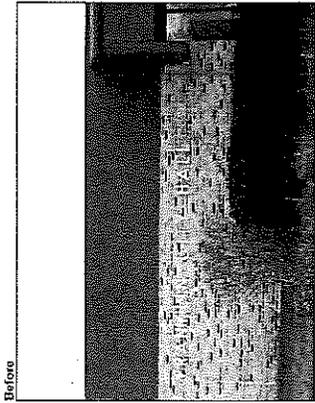


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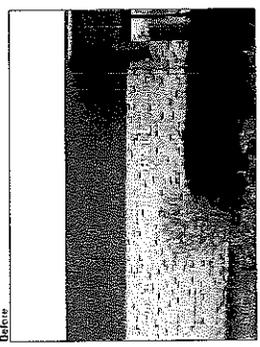
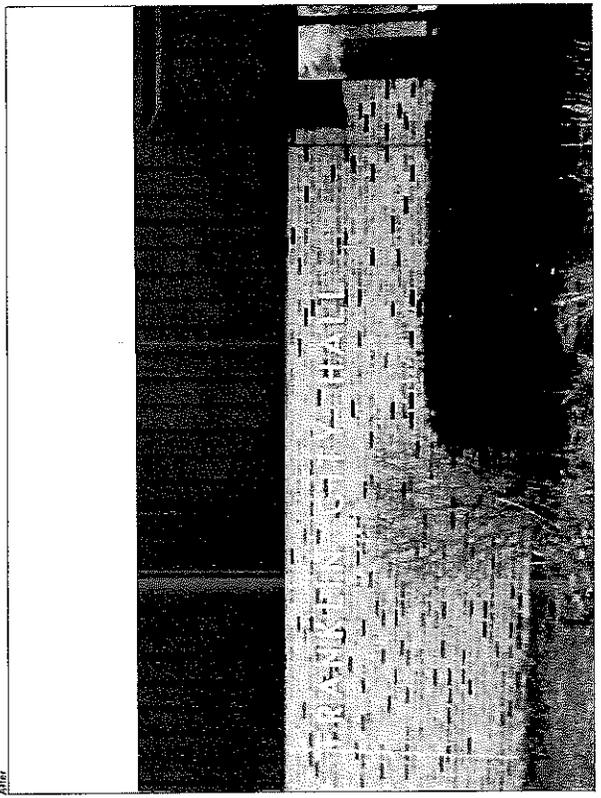
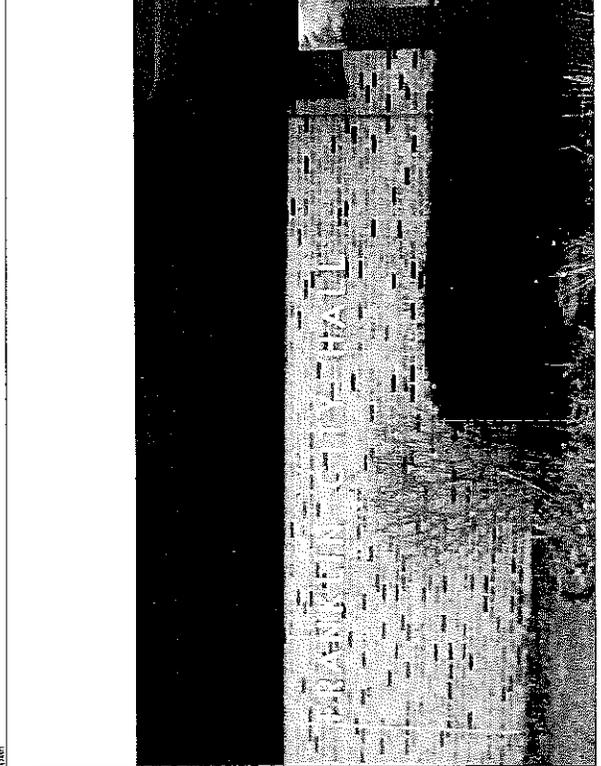
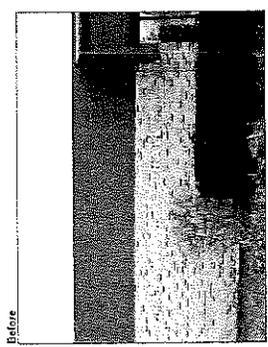
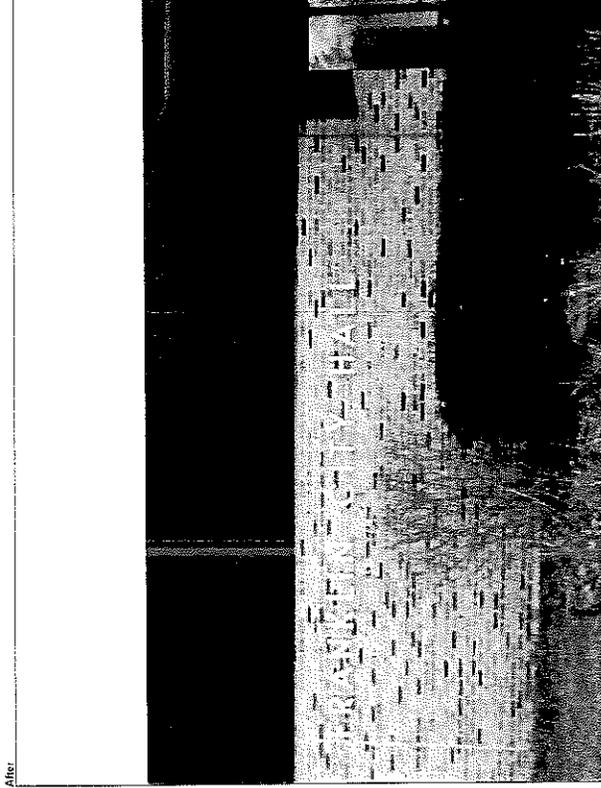
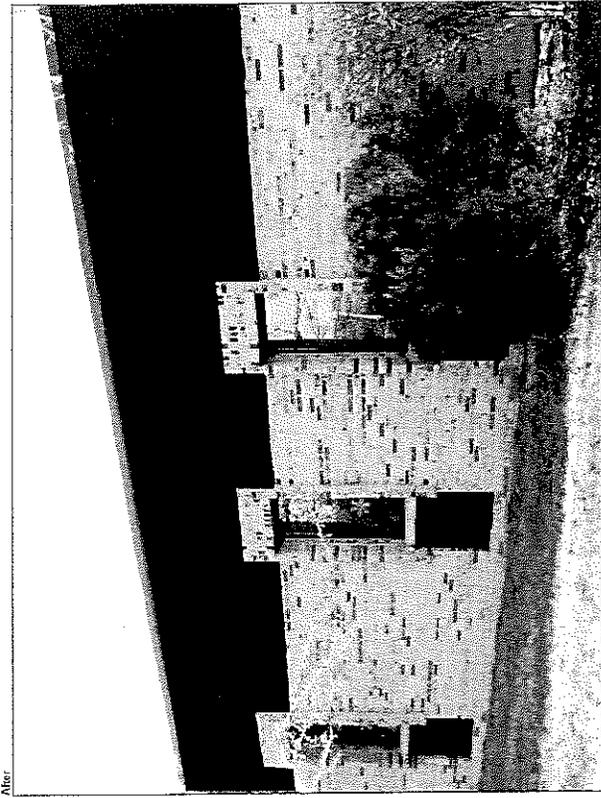
12" Panel – with 3 Ribs



12" Panel – No Ribs



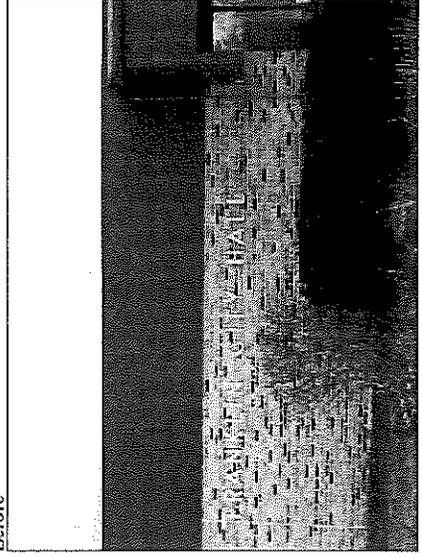
12" Panel – with 3 Ribs



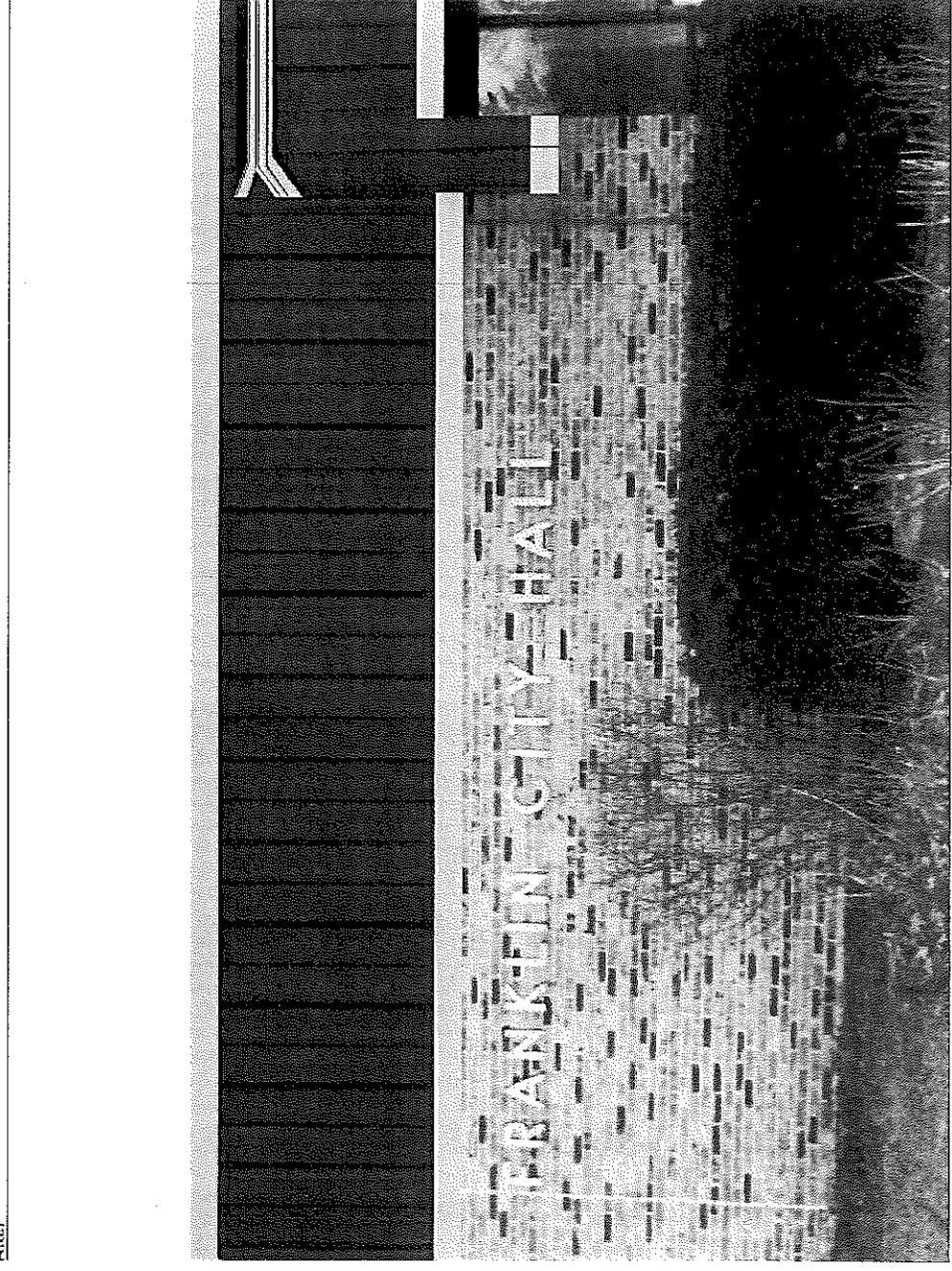
Color Options

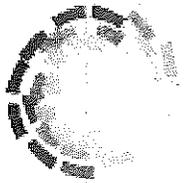
White Trim Added at Top and Bottom of Panels

Before



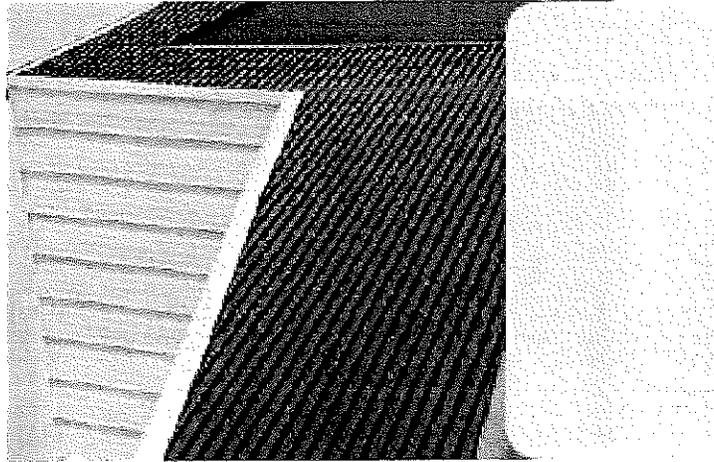
After





CUSTOM ARCHITECTURAL COLORS

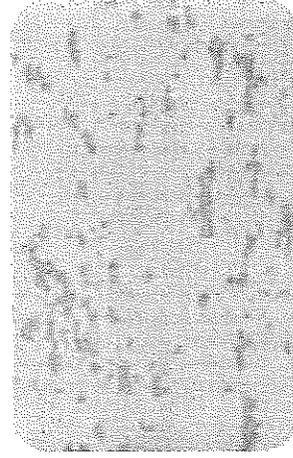
Some designers call for color. Fabral® is ready to tackle the most challenging custom color orders, expertly matching your samples. Beyond color, Fabral® can closely replicate natural materials such as wood and stone on light, formable, maintenance-free aluminum.



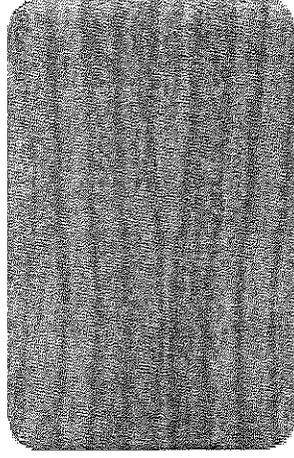
Custom Kennesaw State University Gold



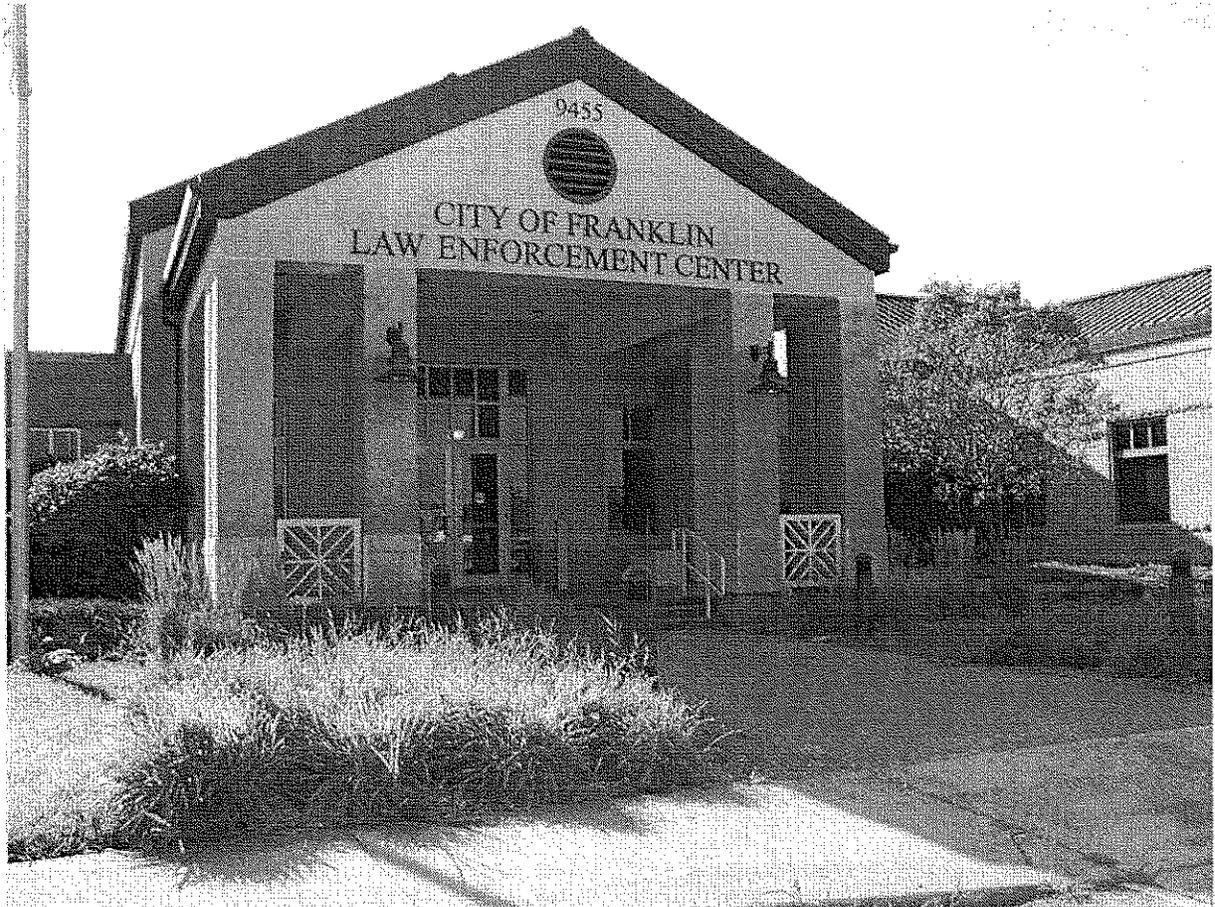
Custom Ferrari® Red



Patina Copper



Wood



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<p>APPROVAL</p> 	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>8/19/2014</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Revisions of Job Descriptions for Building Maintenance Supervisor, Administrative/Project Assistant, Building Inspector, Deputy Treasurer, Lead Cashier, Cashier/Clerk, Accounting Supervisor, Clinic Staff Nurse, Chief of Police, Inspector of Police, Police Captain, Confidential Police Administrative Assistant, Emergency Services Communications/Clerical Supervisor, Police School Liaison Officer, Fire Chief, Assistant Fire Chief, Battalion Chief, Assistant City Engineer, Sewer and Water Superintendent, and Department of Public Works Superintendent</p>	<p>ITEM NUMBER</p> <p>G.12.</p>

Back a few years when Human Resources was going to do an in-house Classification and Compensation Study, the Human Resources Coordinator had worked with department heads to update their respective department's job descriptions as to job duties and requirements. Now that an outside consultant will be hired (through an RFP process) to perform the Classification and Compensation Study for the City of Franklin, the most up-to-date and accurate job descriptions should be approved and available to provide to the consultant that is selected to perform the Class and Comp Study.

At their July 21, 2014 meeting, the Personnel Committee unanimously approved a motion "to recommend approval of the job descriptions with the changes as discussed". These changes were incorporated into the attached documents.

COUNCIL ACTION REQUESTED

Motion to approve the revised Job Descriptions for Building Maintenance Supervisor, Administrative/Project Assistant, Building Inspector, Deputy Treasurer, Lead Cashier, Cashier/Clerk, Accounting Supervisor, Clinic Staff Nurse, Chief of Police, Inspector of Police, Police Captain, Confidential Police Administrative Assistant, Emergency Services Communications/Clerical Supervisor, Police School Liaison Officer, Fire Chief, Assistant Fire Chief, Battalion Chief, Assistant City Engineer, Sewer and Water Superintendent, and Department of Public Works Superintendent, and incorporating any minor typographical and formatting issues that may be found within the descriptions.

CITY OF FRANKLIN
Job Description

Job Title: Building Maintenance Superintendent

Department: Municipal Buildings

Reports To: Director of Administration

Deleted: City Engineer

Salary Level: Management Level III

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

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Prepared Date: July 2014

Deleted: Becky Schermer, Human Resources Coordinator

Approved By: Common Council

Deleted: June 12, 2001

Approved Date: _____

Deleted: April 2007

Deleted: Resolution

Deleted: 2001

Deleted: 2007-

Deleted: June 20, 2001

Summary Performs a variety of supervisory, administration, skilled, technical and maintenance work in the planning, operation, repair and maintenance and cleaning of City Buildings by performing the following duties personally or through subordinate employees.

Deleted: supervisors

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plan, schedule, and implement the custodial cleaning, maintenance, repair and operation of all municipal building to clean and maintain City buildings to the established standards.

Develops preventive maintenance program in conjunction with engineering and municipal building staff.

Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.

Perform maintenance of mechanical equipment including heating, ventilation, air conditioning and boiler. Obtain quotes and evaluate contract bids for mechanical, custodian or repair service to be completed by contract personnel including recommended action on quotes and bids.

Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.

Purchase custodial supplies and other municipal building supplies for all municipal buildings and transfer custodial supplies between departments as required to ensure cost-effective purchases.

Inspect and maintain assigned custodial equipment and small tools for proper and safe operation and insure that all equipment is in proper working order.

Oversee the safety of assigned staff by instructing individuals in proper safety procedures and monitoring work in process to meet all safety requirements. Review and keep the safety data folder (MSDS's) up to date for all material used by municipal building employees.

Insures that all necessary supplies, materials, and equipment are available by maintaining an inventory of supplies, materials and parts and obtain necessary parts, tools, and supplies.

Prepares department budget and monitors expenditure of funds in budget.

Deleted: Confers with workers' representatives to resolve grievances.¶

Assist assigned staff with completion of duties as needed or directed.

Move and set up furniture, pictures, files, tables and chairs, etc. as needed and assigned.

Supervisory Responsibilities

Directly supervises Municipal Building staff including staff hired through an employment agency. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Deleted: 2 full time assistant custodians, 1 part-time custodian, and two

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Deleted: seasonal (summer) employees in the Municipal Buildings Department

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Maintains confidentiality.

Remains open to others' ideas and willing to try new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services. Continually works to improve supervisory skills.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Education and/or Experience

High school diploma or general education degree (GED); five (5) years related experience and/or training in construction and maintenance of building facilities; additional education beyond high school in construction, building facility maintenance or related fields is preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in one-on-one and small group situations to other employees. The ability to read building construction plans.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Computer Skills

~~Basic computer skills are needed in order to prepare budget, send/receive emails, prepare employee evaluations, process invoices, and to search for technical information.~~

Deleted: No computer skills are required for this position.

Other Skills and Abilities

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance.

Working knowledge of equipment and supplies used to do minor repairs.

Knowledge of first aid and applicable safety precautions.

Knowledge of HVAC Systems.

Certificates, Licenses, Registrations

Valid WI Driver's License

Physical Demands 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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here 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 the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Miscellaneous The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF FRANKLIN
Job Description**

Job Title: Administrative/Project Assistant
Department: Administration
Reports To: Director of Administration
Salary Level: 15
FLSA Status: Non-Exempt
Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Deleted: October 13, 2006

Deleted: April 2007

Approved By: _____

Deleted: Resolution 2006-6190

Approved Date: _____

Deleted: October 17, 2006

GENERAL PURPOSE

Provide administrative and confidential secretarial services to the Director in the operation of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose, type, and edit a variety of correspondence, reports, memoranda, and other documents.

Compile data and assist with the administration and yearly renewal of the City liability/property/auto insurance policies and process all related insurance claims.

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Compile applications, collect service and performance data and process reimbursement claims related to the Community Development Block Grants.

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Research, compile, and analyze information for and assist in preparation and execution of special projects and strategic and operational planning initiatives as assigned by the Director of Administration.

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Act as custodian of departmental documents and records.

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Establish and maintain filing systems, and control records and indexes.

Maintain meeting calendar and scheduling for the Director of Administration.

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Assist in implementation and coordination of employee programs, including but not limited to training exercises, volunteer efforts, and wellness programs.

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Assist in creation of forms for documentation and systems for organization, as appropriate for the operation of the department.

Receive Department of Administration phone calls and refers as needed.

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Receive and answer phone calls and questions from the public; respond to inquiries from employees, citizens and others; and refer telephone calls to Council members, staff, and other persons as appropriate.

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Assist as needed in the preparation of agendas and transcription of minutes for various City boards, commissions, and committees.

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Prepare City Newsletters and coordinate its printing and mailing, and as part of overall maintenance of the City's web site, develop and post content to the City's Web Site.

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Act as Web Site Administrator, under the direction of the Director of Administration, including developing and posting new content, posting updates, and maintaining the City Meeting Calendar, Community Calendar, and agendas and minutes.

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Order Information Services supplies and equipment.

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Record quarry blasting information.

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Maintain Government Access Channel.

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Handle cell phone contracts and resolve problems.

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Processes department vouchers.

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Other duties as assigned by the Director of Administration.

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PERIPHERAL DUTIES

Provide administrative and clerical support to the Human Resources Coordinator, the Director of Finance and Treasurer, and to other departments or divisions under the direct supervision of the Director of Administration, as deemed necessary by the Director.

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Deleted: Finance Officer

Operate a vehicle to run errands.

Perform duties of Administrative Assistant as required by department operations.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in general office practice, additional related course work, and four (4) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Bachelor degree preferred, which may count as two years of experience.

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Necessary Knowledge, Skills, and Abilities:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures. (Currently includes Word, Excel, Outlook, Publisher, PowerPoint, and Internet Explorer.)

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Types 50+ words per minute.

Knowledge of government operations, policies, practices, and procedures is desirable.

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Ability to organize daily tasks for efficiency to meet all requirements and to coordinate and execute multiple assignments simultaneously.

Ability to utilize communication skills in interactions with telephone callers, visitors to the department, and co-workers.

Ability to maintain strict confidentiality.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under general supervision of Director of Administration.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND REGISTRATION

Must possess a valid drivers license.

TOOLS AND EQUIPMENT USED

Personal computer and all related network interfaces including word processing software, copy machine, word processor, fax machine, calculator, typewriter, transcriber, and telephone.

Deleted: Mainframe computer terminal, p

PHYSICAL DEMANDS

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Work is performed primarily in an office setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF FRANKLIN
Job Description**

Job Title: Building Inspector
Department: Inspection
Reports To: Director of Administration
Appointing Authority: Mayor
Salary Level: Management/Administrative/Supervisory Level VI
FLSA Status: Exempt

Prepared By: Mark Luberda, Director of Administration

Deleted: Becky Dudek, Human Resources Manager

Prepared Date: July 2014

Deleted: November 12, 2003

Approved By:

Deleted: April 2007

Deleted: Res. 2004-5635

Approved Date:

Deleted: 01/06/2004

Summary:

Supervise, administer, and perform the enforcement of the codes of the City of Franklin and the State of Wisconsin, and administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

Essential Duties and Responsibilities:

Review plans and specification for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, sign, and other departmental permits.

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Conduct on-site building inspections, including footing, foundation, rough carpentry, insulation, occupancy, soil erosion, and housing inspections.

Assign work to the Building Inspection staff including but not limited to the assistant building inspectors, plumbing, and electrical inspectors and supervise their work.

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Meet with contractors, owners, and the general public to answer questions regarding building, housing, signs, and soil erosion.

Review and meet with contractors, architects, and developers in the preliminary stages of design to insure the compliance with building codes.

Attend, as Ex Officio member, Board of Zoning and Building Appeals meetings.

Attend, as Ex Officio member, the Architectural Board meetings.

Coordinate inspections and provide reports to the license committee on all liquor sale operations, all tavern and other licensed facilities prior to the issuance of a municipal license, as required.

Coordinate inspections and report to the license committee on the installation of all amusement rides.

Deleted: Coordinate inspection and licensing of all off-premise advertising signs within the City.

Receive, delegate or perform, and coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal standards.

Act as a witness in court cases to obtain compliance with Municipal codes.

Coordinate inspections with the Fire Department, assistant building inspectors, plumbing, and electrical inspectors.

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Prepare and administer budgets for the Inspection Department, under the direction of the Director of Administration.

Review and recommend changes to the building, plumbing, electrical, and sign codes.

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Prepare specifications and act as coordinator of municipal construction and remodeling projects.

Assist in purchases, and coordinate maintenance of radio equipment owned by the Public Works, Engineering, and Inspection Departments.

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Prepare specifications, bids, and purchase equipment for the Inspection and Engineering Departments and for other city departments as required.

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Maintain Govern software, including modifying the database, creating and modifying or changing Crystal reports. As time permits, program and or implement Govern for use by other city departments.

Maintain the City's telephone and voice mail system. Recommend changes and updates to the system to the Director of Administration.

Review and recommend revisions of codes used within the jurisdiction of the Building Inspection Department.

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Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Peripheral Duties:

Serve as representative of the city to the Building Inspector's Association of Southeastern Wisconsin and the WI Building Inspector's Association.

Minimum Qualifications:

Education and Experience:

Graduation from a college or university with a Bachelor's degree, five (5) years building inspection experience, or any equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of building codes and construction standards and practices.

Thorough knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

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Working knowledge of structural engineering and the ability to review calculations and plans for compliance with code standards.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing, including the ability to present information to the Common Council and various other Boards and Commissions.

Ability to plan, delegate, and supervise personnel in a manner which will gain respect.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to formulate, implement, and administer policies and procedures affecting the Building Department.

Ability to make independent judgments which have significant impacts on the organization.

Supervision Exercised:

Exercises supervision over Inspection Department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

State of Wisconsin, Department of Industry, Labor, and Human Relations Certifications in the categories of commercial buildings, Uniform Dwelling Code Categories of construction, and HVAC; Plumbing and Electrical preferred.

Valid WI Driver's License.

Tools and Equipment Used:

Personal computer, copy machine, fax machine, calculator, hand tools, automobile, radio and telephone.

Deleted: including word processing software

Software:

The person shall have the ability to use products in the Microsoft Office suite, Crystal Reports, Govern Software, GIS, and software provided by Government agencies, product listing, approval and evaluation services (OSHA, UL, FM, ICC Evaluation Services).

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Physical Demands:

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here 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 the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and occasionally in an office environment. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Franklin Job Description

POSITION TITLE: Deputy Treasurer

DEPARTMENT: Finance & Treasurer

APPOINTING AUTHORITY: Director of Finance & Treasurer

SUPERVISOR: Director of Finance & Treasurer

GRADE LEVEL: Nonrepresented Management Salary Grade III

FLSA STATUS: Exempt

PREPARED BY: Paul Rotzenberg, Director of Finance & Treasurer

DATE MODIFIED: July 2014

DATE APPROVED: _____

Deleted: Calvin Patterson

Deleted: Finance Officer

Deleted: February 4, 2004

Deleted: April 2007

Deleted: May 18, 2004
Common Council

GENERAL PURPOSE

Under the overall direction of the Director of Finance & Treasurer, perform the treasury functions of the City and implement the directives of the Director of Finance & Treasurer. Perform a variety of routine to complex clerical, accounting, finance and administrative work in supporting the administration of the treasury function of the City.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve as and perform the statutory duties of Treasurer as delegated to insure the continued functioning of office.

Ensure the bank deposits are made daily and promptly and maintain daily cash controls for each account. Review daily reconciliation of cash and bank deposits.

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Initiate wire transfers as needed.

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Directly supervise the lead cashier(s), part-time cashier clerks and seasonal tax cashiers including supervising day-to-day activities, conducting performance evaluations enforcing work rules and standards and disciplining when necessary.

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Assist the Director of Finance & Treasurer in maintaining short and intermediate investments to maximize a safe return on investment funds in compliance with current investment policy.

Supervise all necessary input into the property tax subsidiary system to enable the system to calculate the property tax rolls for the City and prepare the office for the annual property tax collections.

Deleted: Calculate and print tax bills. Balance tax roll on a regular basis in conjunction with the Director of Finance & Treasurer.

Supervise the preparation of the property tax bills by the outside vendor to insure they represent the correct property tax liability amounts that have been calculated in the property tax rolls.

Balance the property tax subsidiary system on a regular basis in conjunction with the Accounting Supervisor and the Director of Finance & Treasurer.

Record the daily property tax roll activity, maintain balance with the tax roll subsidiary system and calculate tax roll settlement payments to the other taxing agencies under the supervision of the Director of Finance & Treasurer.

Send delinquency notices on unpaid property tax bills and on prior years outstanding unpaid personal property tax bills on a regular basis. Monitor the procedures and status of all delinquent personal property taxes.

Train all personnel in the details and procedures of the Treasury Office.
Maintain a thorough knowledge of the property tax collection system and cash collection systems for utility bills, land management and general cash collections

Assist in reconciling general ledger to various cash reports.

Prepare monthly bank statements or review monthly bank reconciliations that have been delegated to the Lead Cashier. To ensure the proper review of bank statements is performed on a regular basis, each month's bank statement reconciliation must be signed and dated by both the preparer and the Director indicating the bank reconciliation was completed, reviewed and was acceptable.

Ensures effective operation of the lock box processing of property tax and sewer and water payments to ensure that those payments get promptly recorded against their outstanding obligations.

Process water utility ACH payments.

Prepare audit documentation and materials as outlined by the Director of Finance & Treasurer.

Assist in handling public relation issues which may include but are not limited to: residents, Mayor, Council Members, vendors and outside agencies.

Assist in the preparation of the annual budget.

Prepare the annual employee performance reviews for Treasury office staff.

Recommend new policies and procedures to keep current with all State and Federal regulations that are Treasury related.

Recommend updated training manuals as necessary due to software changes and updates.

Prepare periodic financial, statistical or operational reports as assigned.

Maintain for the Director of Finance & Treasurer and catalog permanent records as required by the State.

Answer cash management questions.

Update interest and penalty chares on delinquent Real Estate & Personal Property taxes, and monitor these accounts.

Update interest and principal payoffs for special assessments.

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Deleted: Maintain accounts receivable records, and perform necessary follow-up on collections.¶
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Other duties as assigned by the Director of Finance & Treasurer.

PERIPHERAL DUTIES

Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Perform duties of subordinate personnel, as needed.

Serve as liaison to various City committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor of Arts degree in finance or related field and (5) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing.

Working knowledge of governmental accounting principles and practices.

Skill in operating listed tools and equipment.

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Ability to perform arithmetic computations accurately and quickly.

Ability to effectively communicate in writing and verbally.

Ability to establish successful working relationships.

SUPERVISION RECEIVED

Works under the guidance and overall direction of the Director of Finance & Treasurer.

SUPERVISION EXERCISED

Exercises supervision over other department personnel.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Valid Driver's License

Deleted: None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer terminal; 10-key calculator, telephone, fax machine and copy machine.

PHYSICAL DEMANDS

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Deleted: Notes: Title approved as FLSA Exempt by Common Council August 23, 2004. LS

CITY OF FRANKLIN
Job Description

Job Title: Lead Cashier
Department: Finance
Appointing Authority: Director of Finance & Treasurer
Reports To: Deputy Treasurer
Salary Level: ,13
Flsa Status: Non-Exempt
Prepared By: Paul Rotzenberg, Director of Finance & Treasurer
Prepared Date: July 2014
Approved By:
Approved Date:

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- Deleted: Calvin A. Patterson
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- Deleted: May 18, 2004
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GENERAL PURPOSE

Assist the Director of Finance & Treasurer and Deputy Treasurer in the performance of the treasury function of the City and implement Treasurer directives through the Deputy Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform duties of Deputy Treasurer as delegated to insure the continued functioning of the office.

Collect, handle, receipt, process, have temporary custody of cash and cash items received over the counter, through the drop box, through the lock box, through the mail and via the tube system. Remittances of Real estate and Personal property taxes, sewer and water service payments, municipal license fees, permits, special assessments, grants, aids, shared revenues and misc. departmental receipts.

Assist the Deputy Treasurer in tax and utility collections and the batch balancing process.

Make adjustments to the property tax, sewer and water receivables system or general cash receipting to reflect payment changes and changes to penalties and interest due when payments need to be reapplied to other accounts or reversed due to non-sufficient funds or other reasons for payment reversal.

Issue dog and cat licenses and process petty cash fund reimbursements.

Maintain an expertise in the departments software systems. (GSC tax, GCS cash receipting, BS&A cash receipting, Govern water and sewer, Govern Land Management and special assessment systems).

Responsible for ordering and receiving and keeping office supplies at the appropriate level.

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- Deleted: , and process special clearance checks

Maintain the daily reconciliation of cash and prepare daily bank deposits.

Maintain various cash records on receipts and disbursements. (Example NSF processing)

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Balance and request periodic reimbursement for the petty cash and the special clearances funds

Reconcile the special clearances bank account and assist with other bank reconciliations.

Research the payment of taxes and special assessments.

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Update special assessment interest to date for current payments in full.

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Prepare the Dog and Cat License Settlement Reports.

Other duties as assigned by the Deputy Treasurer.

PERIPHERAL DUTIES

Provide clerical or technical support to other department staff as required.

Perform duties of subordinate personnel, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and three (3) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing.

Working knowledge of cash, banking and bookkeeping methods, practices, and procedures.

Ability to use listed tools and equipment.

Ability to type, spell, and punctuate properly.

Ability to make independent judgements that have significant impacts on the organization.

SUPERVISION RECEIVED

Works under the general guidance of the Deputy Treasurer.

SUPERVISION EXERCISED

Job Assignments of Part time and Temporary Cashiers

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer terminal; 10-key calculator, telephone, fax machine, and copy machine.

PHYSICAL DEMANDS

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Cashier/Clerk
Department: Finance
Appointing Authority: Director Of Finance & Treasurer
Reports To: Deputy Treasurer
Salary Level: .10
FLSA Status: Non-Exempt
Prepared By: Paul Rotzenberg, Director of Finance & Treasurer
Prepared Date: July 2014
Approved By:
Approved Date:

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Date Modified: . . May 18, 2004

GENERAL PURPOSE

Assist the Deputy Treasurer and Lead Cashier in the performance of the treasury function of the city and implement the directives of the Director of Finance & Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collect, handle, receipt, process, have temporary custody of cash and cash items received over the counter, through the drop box, through the lock box, through the mail and via the tube system. Process remittances of Real estate and Personal property taxes, sewer and water service payments, municipal license fees, permits, special assessments, grants, aids, shared revenues and misc. departmental receipts.

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Process petty cash payment requests, and issue dog and cat licenses.

Deleted: special clearances and

Perform daily reconciliation of cash, prepare bank deposits, and make deposits in the absence of the Deputy Treasurer and Lead Cashier.

Deleted: sell

Deleted: trash bags and

Deleted: recycle bins

Other duties as assigned by the Deputy Treasurer.

Deleted: Compute interest and penalty charges on delinquent Real Estate & Personal Property taxes, and monitor these accounts. ¶
¶
Compute interest and principal payoffs for special assessments.¶
¶

PERIPHERAL DUTIES

Assist in general office and clerical work throughout the office.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and three (3) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing.

Working knowledge of cash, banking and bookkeeping methods and procedures.

Ability to use listed tools and equipment.

Ability to type, spell, and punctuate properly.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under the general guidance of the Lead Cashier(s) and the Deputy Treasurer.

Deleted: Cashier/Clerk pg. 21
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SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10 key calculator, telephone, fax machine and copy machine.

PHYSICAL DEMANDS

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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..... (revised May 2004)

CITY OF FRANKLIN
Job Description

Job Title: Accounting Supervisor
Department: Finance
Appointing Authority: Director of Finance & Treasurer
Reports to: Director of Finance & Treasurer
Salary level: Nonrepresented Management Salary Grade III

FLSA Status: Exempt

Prepared by: Paul Rotzenberg, Director of Finance & Treasurer

Deleted: Calvin A. Patterson, Finance Officer

Prepared Date: July 2014

Deleted: February 5, 2004

Approved By: _____

Deleted: April 2007

Approved Date: _____

Deleted: Resolution

Deleted: 2004-5706

Deleted: 2007-

Deleted: May 18, 2004

SUMMARY

Administer all facets of payroll to insure proper payment to employees and proper recording of payroll and benefit costs to the proper cost centers. Prepare the annual Forecast and Budget worksheets and analyze payroll related budgets. Supervise and record segments of the financial information recorded by the City. Supervise the departmental accounting staff. Participate in the analysis and preparation of the financial statement package and prepare special projects as assigned by the Director of Finance & Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directly supervise the payroll clerk, accounts payable clerk and staff accountant including supervising day-to-day activities, conducting performance evaluations enforcing work rules and standards and disciplining when necessary.

Supervise the payroll process including maintaining accounting records, recording necessary entries and other related items in the administration of employees' pay, deductions and benefit payments.

Responsible to see that all necessary federal and state payroll tax forms and reports with government agencies have been filed.

Maintain knowledge of all union contracts and provide input to the Director of Administration, Human Resources and to the Labor Negotiating Committee as to the administrative impact of existing contract and proposed contract issues; including the calculation of the cost of various wage and/or benefit proposals and providing input on bargaining proposals.

Deleted: Manager

Deleted: Coordinator

Prepare the annual budget forecast of payroll and benefits for all departments using confidential assumptions provided by management. Make the necessary adjustments to those forecasts to be able to produce personal service budgets for each department, subject to department review.

Monitor those personal service budget forecasts compared to actual during the fiscal year and investigate unusual differences.

Provide support for the annual budget process including preparing the budget file, preparing supporting schedules, researching information, entering data, etc.

Responsible for preparing periodic financial statements, such as balance sheets, income statements, changes in financial positions, and budget variances for selected funds.

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Responsible for sewer and water funds revenue accounting, maintaining the subsidiary accounts receivable system (Govern) in balance with the general ledger on a daily basis, the preparation of various Public Service Commission report schedules and most of the water utility audit work papers.

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Deleted: PSC

Prepares capital asset accounting for both the City infrastructure and the sewer and water utility infrastructure.

Responsible to review all bank account reconciliations to insure that the general ledger entries are made to reflect the bank account reconciliation.

Responsible for the periodic interest income allocation to the funds.

Deleted: quarterly

Responsible for the reconciliation of the collection of the property tax levy from the statement of taxes to the cash received in the bank and the resulting payment to taxing jurisdictions.

Reconcile general ledger accounts, such as Special Assessments, to their related subsidiary ledgers and adjust the general ledger or subsidiary accordingly.

Maintain records of financial documents in assigned areas with appropriate supporting material; update those records as necessary.

Provide assistance to other departments with questions relating to payroll, budget, budget to actual reports, and the general ledger.

At year end analyze assigned areas and prepare audit schedules, providing explanations of supporting materials and procedures, and preparing any other necessary data necessary in preparation for the annual audit by the external auditors.

Recommend to the Director of Finance & Treasurer fiscal policy changes in assigned areas that will improve fiscal management.

Recommend to Director of Finance & Treasurer improvements in department controls and procedures.

Attend meetings, when required, to represent Finance department. This may on occasion include meetings outside the office or outside of normal business hours.

Other duties as assigned by the Director of Finance & Treasurer.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Associate's degree in accounting (Bachelor's degree desired), four (4) to five (5) years municipal accounting or finance experience, a minimum of two years in other accounting experience, or any equivalent combination of education and experience.

Deleted: PERIPHERAL DUTIES!
Perform other duties and assume other responsibilities as assigned by the Director of Finance & Treasurer.!

Necessary Knowledge, Skills and Abilities

Knowledge of regulations, policies and procedures that apply to accounting and financing in municipal government.

Ability to read, analyze and interpret documents.

Ability to formulate, initiate and administer policies and procedures for effective fiscal control.

Ability to plan, delegate and train personnel in a manner that will gain and maintain respect.

Ability to maintain effective and respected work relationships with department heads and the general public.

Ability to calculate and apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of basic algebra and geometry.

Ability to present and communicate ideas and concepts verbally and in writing.

Ability to make independent judgments that have impact on the organization.

Working knowledge of data processing equipment and applications that apply to municipal government.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Director of Finance & Treasurer.

SUPERVISION EXERCISED

Exercises supervision of the Finance staff.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion and sound judgment.

LICENSING AND CERTIFICATION

None required.

TOOLS AND EQUIPMENT USED

Familiar with computers and computer software including financial and payroll software, spreadsheet, database, presentation and word processing software, copy machine, fax machine, 10-key calculator and telephone.

PHYSICAL DEMANDS

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Notes: ¶
¶
Accounting Supervisor classified as FLSA
Exempt by CC August 23, 2004 LS

CITY OF FRANKLIN
Job Description

Job Title: Clinic Staff Nurse
Department: Health
Reports To: Director of Health and Human Services
Salary Level: Non-Supervisory 16

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FLSA Status: Non-Exempt
Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Deleted: March 9, 2006

Approved By:
Approved Date:

Deleted: April 2007

Deleted: Common Council Resolution 2006-2007-1

Summary:

Perform public health nursing service work in the health department. Under administrative direction, is responsible for giving nursing care and performing related nursing services.

Deleted: beginning

Essential Duties and Responsibilities:

Administer basic life support (CPR) according to recognized standards of practice (American Heart Association) for children and adults.

Deleted: Red Cross

Administer first aid.

Deleted: with current certification

Assume delegated responsibilities for the efficient conduct of Health Department programs and services.

Deleted: affairs

Interview patients or relatives to obtain appropriate health history and/or immunization status.

Perform screening tests for which he or she has been prepared by education and experience.

Prepare, administer, and record immunizations and drugs as department policies permit.

Take vital signs and measurements according to standards.

Administer injections according to department policy.

Draw blood by venipuncture.

Other duties as assigned by the Director of Health and Human Services.

Deleted: Health Services Administrator

Peripheral Duties:

Assemble materials and equipment in preparation for clinic sessions and maintains adequate supplies.

Act as secretary, when necessary.

Conduct vision, hearing, and blood pressure screenings.

Audit health records.

- Deleted: initial
- Deleted: scoliosis
- Deleted: tests
- Deleted: immunization

Desired Minimum Qualifications:

Education and Experience:

Graduation from a college with an associate degree in Nursing, and one (1) year experience in relevant nursing practice, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Ability to apply prevention principles to health issues/concerns.

Ability to apply principles of growth and development across the life span.

Knowledge about community agencies and their roles in contributing to the health and welfare of individuals, families, and groups.

Skills in clinical nursing utilized in public health nursing clinics.

Ability to effectively work with clients, peers, and other professionals.

Ability to make independent judgments which have considerable impacts on the client and organization.

- Deleted: of
- Deleted: problems

Supervision Received:

Works under general supervision of the Director of Health and Human Services.

- Deleted: Health Services Administrator.

Supervision Exercised:

Exercise supervision over volunteer personnel as assigned.

Responsibility of Public Contact:

Daily contact requiring professional judgment and communication skills.

Licensing and Certification:

License in State of Wisconsin as a registered professional nurse.

Certification in Cardiopulmonary Resuscitation (CPR).

Tools and Equipment Used:

Copy machine; fax machine; telephone; blood pressure cuff; stethoscope; scale; audiometer; visual charts; syringes; oxygen mask; nasal cannula; ambubag; oxygen tank with flow regulator; and thermometer.

- Deleted: Certification as a Screener/Technician of blood pressure.¶

Physical Demands:

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

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

Work is performed primarily in office, vehicles, outdoor settings, private residences, and commercial buildings. Work can be performed in emergency and stressful situations.

Individual is exposed to hazards associated with rendering emergency medical assistance, including blood-borne pathogens in body fluids.

The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF FRANKLIN
Job Description**

Job Title: Chief of Police
Department: Police
Appointing Authority: Fire and Police Commission
Reports To: Mayor

Salary Grade: Management/Administrative/Supervisory
Level XI

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: April 2007–July 2014

Approved By: _____

Approved Date: _____

Summary:

The Chief of Police performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

Essential Duties and Responsibilities:

Plan, coordinate, supervise, and evaluate police department operations.

Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City Council or Mayor.

Plan and implement a law enforcement program for the City in order to better carry out the policies and goals of the Mayor and Common Council; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.

Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.

Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.

Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment.

Available for emergencies on a seven-day 24 hour basis.

Deleted: Franklin Fire and Police Commission

Deleted: January 27, 2003

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Deleted: 2003-1772

Deleted: 2007-¶

Deleted: 12/02/2003¶

... Reallocated from SG X to XI by Common

... Council August 23, 2004

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Be cognizant of, review, interpret and apply circuit, appellate, Wisconsin Supreme Court, and U.S. Supreme Court decisions applicable to the Law Enforcement profession.

Participate in monitoring and advocating legislation affecting police department operations and the safety and security of the city.

Establish and maintain good community and media relations.

Maintain the preparedness of the Police Department to respond to and mitigate the effects of a terrorist or natural disaster incident.

Be familiar with labor laws and Union Contracts. Maintain a positive working relationship with Union leadership. Assist in union contract negotiations.

Be familiar with State Laws that provide requirements for the operations of the department and for providing due process protections to law enforcement officers.

Collaborate with the Police and Fire Commission in the hiring of personnel.

Conduct promotional processes.

Ensure the proper care and maintenance of police department facilities.

Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations. Coordinate and supervise the training, assignment, and development of subordinate police officers.

Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.

Prepare and submit periodic reports to the Mayor upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.

Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the City Police Department in a variety of local, county, state and other meetings.

Cooperate with County, State and Federal law enforcement agencies as appropriate where activities of the police department are involved.

Coordinate activities with supervisors and other City departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtain advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.

Ensure that laws and ordinances are enforced and that public peace and safety is maintained.

Supervisory Responsibilities:

The Chief of Police works independently under broad policy guidance and direction of the Mayor.

Exercises supervision over all police department staff directly or through subordinate supervisors.

Daily contact with the public requiring courtesy, discretion, and sound judgment.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and ten (10) years of experience in police work, three years of which must have been equivalent to lieutenant or higher.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software and Microsoft Word software. Ability to work with various computer hardware and other computer related equipment.

Certificates, Licenses, Registrations:

Valid Wisconsin Driver's License

Ability to meet Department's physical standards.

Maintain a current Basic Law Enforcement Training Certification

Firearms Certification, and must qualify for firearms annually

Physical Demands:

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here 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 the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. At certain times the noise level may be very loud (fire arms training and emergency vehicle response).

Other Qualifications:

Tools and Equipment Used: Police car, police radio, handgun and other weapons as required, baton, handcuffs, first aid equipment, personal computer, telephone, fax, copy machine, calculator, ~~typewriter~~, and oleoresin capsicum spray.

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Other Skills and Abilities:

Direct investigation of major crime scenes.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to train and supervise subordinate personnel.

Ability to perform work requiring good physical condition.

Ability to effectively communicate in writing and verbally.

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

Ability to give verbal and written instructions.

Ability to meet the special requirements listed below.

Ability to make independent judgments which have critical impacts on the organization.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF FRANKLIN
Job Description**

Job Title: Inspector of Police
Department: Police
Appointing Authority: Chief of Police/Fire and Police Commission
Reports To: Chief of Police

Salary Level: Management/Administrative/Supervisory Level IX

FLSA Status: Exempt

Prepared By: Chief Oliva

Prepared Date: July 2014

Approved By: _____

Approved Date: _____

Deleted: Kenneth W. Bohn, Chief of Police

Deleted: January 27, 2003

Deleted: March 2007

Deleted: Res. 2003-1772

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Deleted: 12/02/2003

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Summary:

The Inspector of Police acts on behalf of the Chief of Police in the Chief's absence. As Operations Commander of the Police Department, including special unit services, investigative services, and administrative/communications services, the Inspector of Police is second in command of the Police Department. The Inspector assists in the administration of the department, serves as immediate supervisor to Police Captains, and coordinates department grants.

Essential Duties and Responsibilities:

Supervises personnel through subordinates including the evaluation of performance and the imposition of discipline or other personnel action in accordance with established department policies and procedures.

Responsible for assisting the Chief of Police in ensuring adequate staff and organizational development through proper training, staffing and equipping of Police Department personnel.

Supervise the scheduling and coordination staffing of police supervisory and command staff.

Review a variety of police related reports prepared by subordinate officers or others.

Allocates resources, manpower and equipment as necessary to accomplish the departments operational goals and objectives

Coordinates deployment of personnel during emergency responses.

Maintains a thorough knowledge of current police procedures, policies and techniques.

Oversee and participate in the investigation of complaints made against officers and other employees of the department; review written material for completeness and develops and

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coordinates maintenance of various files for discipline and grievance matters.

Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

Maintain contact with general public, court officials, and other City officials in the performance of police activities.

Conduct periodic performance evaluations of police ~~captains, police clerical staff, and court staff. Counsel assigned personnel on job performance and disciplinary matters.~~ Insures supervisory and command staff submit evaluations on a timely basis.

Deleted: lieutenants

Deleted: and

Maintain normal availability by radio, telephone, or pager for consultation on major emergencies or precedents.

Carry out duties in conformance with Federal, State, County, and City laws and ordinances.

Prepare a variety of reports and records.

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Review, evaluate, and develop programs, policies and procedures for various departmental operations.

Coordinate activities with supervisors or other City departments; exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies; Obtain advice from the City Attorney regarding cases, policies and procedures.

Assist in the preparation and administration of the department's budget.

Coordinates all Department grants requested and/or received.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Attends meetings, training sessions and seminars as required to remain knowledgeable of City/departmental operations, to promote improved job performance, and to stay current with changing policies and procedures, codes, and criminal/civil case law.

Direct the activities of the Police Department in the absence of the Chief of Police and assist the Chief on a daily basis with planning and operational matters.

Oversee and assist, as needed, in the response to emergency radio calls and investigate robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, abuse of drugs, etc. Take appropriate law enforcement action.

Develop new approaches to Police Department operations.

Analyze and recommend improvements to equipment and facilities, as needed.

Schedule and conduct meetings when necessary.

Maintain departmental equipment, supplies and facilities.

Perform other duties as assigned by the Chief of Police.

Supervisory Responsibilities:

The Inspector of Police works independently under the direction of the Police Chief.

Directly supervises command officers and indirectly supervises other department personnel through subordinates.

Responsible for the overall direction, coordination, and evaluation of the police department in the absence of the Chief of Police. Carries out administrative, command, and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree from a four-year college or university in police science, criminal justice, public administration or related field. A minimum of ten (10) years of law enforcement experience of which at least five (5) years is in a supervisory or command level position.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software and Microsoft Word software. Ability to work with various computer hardware and other computer related equipment.

Deleted: To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software and Microsoft Word software.¶

Certificates, Licenses, Registrations:

Valid Wisconsin Driver's License

Maintain a current Basic Law Enforcement Training Certification

Firearms Certification, and must qualify for firearms annually.

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Physical Demands:

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounter while performing 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 frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. At certain times the noise level may be very loud (fire arms training and emergency vehicle response).

Other Qualifications:

Tools and Equipment Used: Police car, police radio, handgun and other weapons as required, baton, handcuffs, first aid equipment, personal computer, telephone, fax, copy machine, calculator, typewriter, intoximeter, and oleoresin capsicum spray.

Other Skills and Abilities:

Must meet the Department's physical ability standards.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Thorough knowledge of the City's geography.

Thorough knowledge of applicable laws, ordinances, and department rules and regulations

Ability to effectively communicate in writing and verbally.

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

Ability to follow and provide verbal and written instructions.

Ability to meet the special requirements listed below.

Ability to determine and release appropriate information to news media.

Ability to make independent judgments which have highly significant impacts on the organization.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Police Captain
Department: Police
Appointing Authority: Chief of Police/Fire and Police Commission
Reports To: Police Inspector

Salary Level: Management/Administrative/Supervisory Level VIII

FLSA Status: Exempt

Prepared By: Chief Oliva

Prepared Date: July 2014

Approved By:

Approved Date:

Deleted: (currently Lieutenants are ranked a Level VII)

Deleted: Becky Dudek, Human Resources Manager

Deleted: May 10, 2002

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Summary

The Police Captain is a Command Staff position who shall be in command of a Police Department Division as assigned by the Chief of Police. The Police Captain will also be responsible for the overall day to day operations of one of the department operational shifts as assigned by the Chief of Police. The Police Captain will be responsible for carrying out the directions of the Chief of Police through the planning, organization, direction, supervision, and evaluation of his/her assigned Police Department units. The Police Captain shall maintain his/her proficiency, knowledge, training, and education to effectively and efficiently assist the Police Department with enforcing all ordinances, statutes and other laws of the various levels of government for which the department is empowered to enforce, and perform all other functions for which the Police Department is accountable.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Enforces all City and State codes, ordinances, laws and regulations (both traffic and criminal) in order to ensure public safety, prevent crime, and promote security.

Enforces staff observance of high ethical stands in conduct and performance of duty.

Exercises rational judgment in all job responsibilities.

Assumes responsibility over department operations in the absence of the Police Chief and the Police Inspector.

Directs, supervises, and coordinates a division of the Police Department; plans, assigns,

and reviews the work of subordinate supervisors, ensures adherence to rules, regulations, policies, and procedures.

Recommends implements, reviews, and coordinates departmental policies, procedures, goals, objectives, and general orders.

Reviews all case and arrest reports; ensures proper legal procedures are utilized and identifies trends or cases requiring additional action; monitors calls for service and staffing levels; reviews schedules; adjusts personnel deployment accordingly to ensure adequate coverage.

Participates in developing, forecasting, implementing, and monitoring the department budget.

Confers with citizens and officials on law enforcement and community problems, attempting to resolve problems and recommend appropriate programs and activities.

Oversees and assists, as needed, in the patrol of City streets; parks; commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevents, detects and investigates misconduct involving misdemeanors; felonies and other law violations, and to otherwise serve and protect the City of Franklin.

Responds to major calls/complaints involving automobile accidents, misdemeanors and felonies.

Investigates/responds to any complaints, serious incidents, or charges of misconduct within the department.

Assists in administration of progressive training programs for staff members.

Ensures appropriate and economical use of property and equipment.

Reviews, evaluates, and develops programs for various departmental operations.

Coordinates activities with supervisors of other City departments, exchanges information with officers in other law enforcement agencies, state and local criminal justice professionals, and other government agencies.

Maintains good public relations with news media and civic groups; may speak at public gatherings and assemblies.

Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, news media, court personnel, employees, officials, or other persons.

Answers telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Prepares various reports, forms, invoices, correspondence, and other documentation; processes, completes, and/or forwards as appropriate; maintains files and logs.

Attends meetings, training sessions and seminars as required to remain knowledgeable of

City/departmental operations, to promote improved job performance, and to stay current with changing policies and procedures, codes, and criminal/civil case law.

Provides for maintenance, upgrading and proper use of department information systems, telephones, radio systems, recording systems and other related equipment.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Any and all other duties as assigned by the Chief of Police or the Inspector of Police.

Supervisory Responsibilities

The Police Captain works independently under the direction of the Police Inspector.

Directly supervises first line supervisors including, but not limited to Sergeants, Communication Supervisor, and Unit Supervisors.

Supervises ~~Detectives, Police Officers,~~ and support staff indirectly in their assigned duties.

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Responsible for the overall direction, coordination, and evaluation of their assigned Divisions, Bureaus, Units and Shifts. Carries out administrative, command, and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university; or 10 years related experience and/or training (four of the ten years must have been in a supervisory capacity); or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have skill in using Microsoft Excel Spreadsheet software and Microsoft Word software. Ability to work with various computer hardware and other computer related equipment.

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Certificates, Licenses, Registrations

Valid Wisconsin Driver's License

Maintain a current Basic Law Enforcement Training Certification

Firearms Certification, and must qualify for firearms annually.

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Physical Demands

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here 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 the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. At certain times the noise level may be very loud (fire arms training and emergency vehicle response).

Other Qualifications

Tools and Equipment Used: Police car, police radio, handgun and other weapons as required, baton, handcuffs, first aid equipment, personal computer, telephone, fax, copy machine, calculator, typewriter, intoximeter, taser, and oleoresin capsicum spray.

Other Skills and Abilities

Must meet the Department's physical ability standards.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Confidential Police Administrative Assistant
Department: Police
Appointing Authority: Chief of Police
Reports To: Chief of Police

Salary Level: Non-Supervisory Level 15

FLSA Status: Non-Exempt

Prepared By: Richard Oliva, Chief of Police

Prepared Date: July 2014

Deleted: June 9, 2011

Approved By: Common Council

Approved Date:

Deleted: 7/19/2011

Summary

Providing administrative support to police command staff and other staff when deemed necessary. Assist in the administration of the standard operating policies and procedures of the police department. Perform a variety of confidential, complex and routine clerical, secretarial and administrative work in the keeping of police related documents, reports and records.

Essential Duties and Responsibilities include the following.

Perform routine clerical and administrative work in answering phones, receiving the public, and providing customer assistance, cashiering, data processing, and bookkeeping.

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Schedule appointments for Chief of Police, Inspector of Police and Command Staff personnel.

Compose, type and edit a variety of confidential correspondence including, reports, memoranda, pre-employment employee background reports, internal investigation reports and other classified material requiring judgment as to content, accuracy and completeness.

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Maintain department personnel and confidential files.

Maintain department training files, including documentation that all sworn personnel have met the required training set by Wisconsin Department of Justice Training and Standards Bureau and enter that mandated 24-hour recertification training information into the WI DOJ Acadis System.

Prepare required Wisconsin Department of Justice Training and Standards Bureau forms when a change of event occurs with a sworn officer, such as hiring, firing, leave-of-absence, and resignations, etc.

Complete conference and training session registrations along with providing necessary prerequisite payments, coordinate hotel accommodations and travel arrangements for members of police staff.

Job Description
Confidential Police
Administrative Assistant

Receive in-coming telephone calls for the Chief of Police and Inspector of Police, as well as answer general in-coming calls that provide information as needed and route callers to appropriate personnel.

Process in-coming Franklin Police Department requests for open records.

Process requests for phone/radio audio recordings for open record requests, the District Attorney's office and for department personnel.

Act as one of the system administrators for the Nice Inform Recording System

Act as one of the system administrators for the Winscribe Dictation System

Act as one of the system administrators for Avaya Phone System.

Prepare the annual report.

Assist with the annual budget preparation.

Shared responsibility of clearing and balancing the cash register and forwarding monies to the Treasurer's Office for final deposit. Process bail vouchers to insure outside agencies receive payment.

Prepare agendas and minutes.

Monitor expiration dates of department maintenance contracts for renewal prior to termination.

Prepare change of status forms, college incentive reimbursement forms, holiday pay forms, uniform allowance forms and other miscellaneous forms for submittal to payroll department.

Research and collect price quotes for comparison on department equipment (furniture, copiers, faxes, electronic screens, floor scrubbers, etc.) in order to obtain a quality product at the best possible price.

Arrange for maintenance on department equipment as necessary.

Purchase building maintenance and janitorial supplies (such as paper products, cleaning materials and rock salt, HVAC belts, ceiling tiles, light bulbs).

Monitor work orders, process all invoices and prepare purchase requisitions/purchase orders.

Assist with National Night Out event by sending out correspondence and researching products to be purchased for event giveaways/handouts.

Record (and deposit) donations received by the department to proper donation accounts.

Serve as cashier when necessary, including receipting of payments.

Receive and distribute incoming mail and process outgoing mail.

Input data to standard office and department forms; make simple postings to various reports such as annual reports, incident reports, crime reports, etc.; and compile tabulated data.

Maintain record of vacation, sick and compensatory time balances for police employees.

Prepare yearly work schedules for all employees in conjunction with Command Staff personnel.

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Distribute, process, and reconcile time record sheets for all department employees.

Maintain inventories and order office supplies and materials.

Maintain inventories of printed materials and forms.

Perform other administrative and clerical duties.

Exercises rational judgment in all job responsibilities.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Any and all other duties as assigned by the Chief of Police or Inspector.

Supervisory Responsibilities

As designated by the Chief of Police. The Confidential Police Administrative Assistant works independently under the guidance and direction of the Chief of Police.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and five (5) years of increasingly responsible related experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Windows and the Microsoft Office Suite (Excel, Word, Outlook, Access, and PowerPoint). Ability to work with a variety of computer hardware and other computer related equipment.

Certificates, Licenses, Registrations

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Physical Demands

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 frequently required to sit, walk, talk, and hear. The employee is occasionally required to use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here 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 the essential functions.

Work is performed primarily in an office setting. It may be expected that the individual will be exposed to blood or other potentially infectious materials. The noise level in the work environment is usually quiet to moderate.

Other Qualifications

Ability to maintain strict confidentiality.

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Ability to type 60 wpm.

Working knowledge of computers and electronic data processing.

Working knowledge of modern office practices and procedures.

Working knowledge of police department operations.

Some knowledge of accounting principles and practices.

Skill in operation personal computer including word processing software, telephone switchboard, copy machine, shredder, fax machine, calculator, typewriter, logging machine, transcription equipment, cash register and telephone.

Ability to perform cashier duties accurately.

Ability to effectively meet and deal with the public.

Ability to effectively communicate in writing and verbally.

Ability to handle stressful situations.

Ability to make logical decisions under imminent situations.

Ability to make independent judgments which have moderate impacts on the organization.

Other Skills and Abilities,

~~Shared responsibility~~ for implementation of new department equipment and contact with vendors for support.

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Serve on various employee or other committees as assigned.

Assist with performance duties of other department personnel as required.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**CITY OF FRANKLIN
Job Description**

Job Title: Emergency Services Communications/
Clerical Supervisor

Department: Police

Reports To: Administrative Division Commander

Appointing Authority: Chief of Police

Salary Level: Management/Administrative/Supervisory III

FLSA Status: Exempt

Prepared By: Rick Oliva, Chief of Police

Prepared Date: July 2014

Approved By: _____

Approved Date: ?

- Deleted: Becky Dudek
- Deleted: Chief Oliva
- Deleted: July 11, 2002
- Deleted: March 2007
- Deleted: Common Council Resolution
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Summary:

The Emergency Services Communications/Clerical Supervisor is a management position that is responsible for the first-line supervision of police department Emergency Services Communications/Clerical personnel. The Communications Supervisor, who reports directly to the Administrative Division Commander, works in cooperation with police department shift supervisors to assure uniform supervision, direction, and leadership of all personnel assigned to the communications/clerical unit. The Communications/Clerical Supervisor is responsible for assisting the Administrative Division Commander in establishing and assuring standardization of procedures, methods, and training of the communications/clerical unit. The supervisor will also serve as the department TIME agency coordinator and assist in the scheduling of communications/clerical staff for this training. The supervisor will additionally perform a variety of routine clerical, administrative, technical and communication work in keeping official records and will be the administrator of the standard operating policies and procedures of the Communication/Clerical Center.

Essential Duties and Responsibilities:

Insure that the Communications/Clerical Center is adequately staffed based on established staffing levels, to include the scheduling of vacations and time off requests.

Prepares work schedules including calling off duty personnel in to work and the assignment and advising of posted and short-term overtime.

Evaluates work performance of subordinates and prepares annual performance evaluations. Counsels assigned personnel on job performance and disciplinary matters. Has the authority

- Deleted: Assist the Administrative Division Commander in
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to effectively recommend hiring, transfer, discipline or discharge of employees. Recognizes positive job performance and reports the same with recommendations for recognition to his/her superiors.

Prepare and submit annual budgets for the Communication Center, inclusive of all necessary operating equipment and needs in order to maintain efficient operations and compliance with all State and Federal mandates.

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Coordinates with the Administrative Division Commander to develop and standardize policy and procedure for the Communication/Clerical Center. Update/revise current policies on a regular basis as directed by the Chief of Police.

Through the cooperation of unit communications training officers, train new employees as well as current Communication/Clerical Center employees on new policies and procedures; enforcing the orders, rules and regulations of the department.

Function as the TIME Agency Coordinator for the department and as the Agency Assigned Instructor.

Complete or assure completion of all record checks sent by City Hall for license applicants.

Maintain copies of completed "Wisconsin Law Enforcement Pursuit Reports" and forward those reports to the Wisconsin Department of Transportation within the prescribed time period each year.

Assist the Administrative Division Commander in completing the monthly UCR (Uniform Crime Reporting) statistics.

Maintain regular contact with City of Franklin Engineering Department to keep current updates on new streets/subdivisions. Update the MSAG (master street address guide) with the new streets/ranges.

Function as the Police Department liaison to assure satisfactory service levels to the City of Franklin Fire Department on maintaining a current SOG (Standard Operating Guide) and coordination of fire department training of new hires for the Communications Center.

Exercises rational judgment in all job responsibilities.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Performs the duties of a Police Matron in the absence of a female Patrol Officer.

Any and all other duties as assigned by the Chief of Police.

Supervisory Responsibilities:

First-line supervision of communications/clerical personnel or as otherwise delegated by the Chief of Police. Responsibilities include interviewing, hiring,

and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduation from high school or GED equivalent plus at least three years emergency dispatch experience and/or training.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Personal computer experience required. Microsoft Word and Windows experience is required. Working knowledge of CAD (Computer Aided Dispatch) and RMS (Record Management System). Working knowledge of VHF/800MHz-trunked analog and digital radio systems.

Certificates, Licenses, Registrations:

Certification on the State/National Computer System – TIME Certification

Physical Demands:

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 sit; use hands to finger, handle, or feel; reach with hands and arms and talk or

hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment:

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderate.

Other Qualifications:

Ability to make independent judgments, which have moderate impacts on the organization.

Ability to work a flexible schedule in order to attend meetings and or training and to be able to spend some time on each shift.

~~Deleted: Ability to report to work on time. ¶~~

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Ability to maintain confidentiality of information.

Ability to apply department policies and procedures in daily operations.

Ability to handle stressful situations.

Skill in operation of the listed tools and equipment.

Ability to make quick decisions in the absence of clearly defined procedures.

Ability to enter, retrieve and analyze computer information quickly and accurately.

Ability to effectively meet and deal with the public.

Ability to perform cashier duties accurately.

Ability to adjust to changes in the organization.

Ability to be positive in response to management directions.

Attends training courses, meetings and conferences as directed by superiors. Attends meetings and represents the department when assigned to do so.

Maintain a positive working relationship with members of the community and other employees.

When necessary assist in dispatching and other response vehicles for emergency and non-emergency responses; broadcast location, nature, and time of incident; contact all required

personnel and other local concerns such as the fire department in the event of an emergency situation; insure the presence of reserve units by contacting personnel designated for on-call; relay information as required.

Maintain logs on radio and telephone communications, location of personnel and equipment; in the event of an emergency situation, maintain on-going contact with the responding personnel and keep them informed of all incoming pertinent information; keep track of various information such as traffic lights out, streets closed, etc., and keep emergency personnel informed.

Through the cooperation and supervision of communications/clerical staff, maintain work area and equipment in clean and working condition.

Operate radios as needed and assist in radio communications; operate base radio as required.

Compose, type, and edit correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.

Input data to standard office and department forms, both manual and automated; make simple postings to various reports; compile and tabulate data.

Maintain dispatch documents and records; prepare case reports.

Monitor individuals in holding cells for proper conduct, safety, medical and other needs; perform matron duties when needed.

Monitor all weather warning systems.

Other Skills and Abilities:

Tools and equipment used: Personal computer, copy machine, fax machine, telephone communications switchboard including Computer Aided Dispatch (CAD), cash register, dictation machine and radio.

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Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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CITY OF FRANKLIN
Job Description

Job Title: Police School Liaison Officer
Department: Police
Appointing Authority: Chief of Police/Fire and Police Commission
Reports To: Police ~~Captain~~
Salary Level: 19
FLSA Status: Non-Exempt
Prepared By: ~~Rick Oliva, Chief of Police~~
Prepared Date: ~~July 17, 2014~~
Approved By: ~~_____~~
Approved Date: ~~_____~~

Deleted: Lieutenant

Deleted: Kenneth W. Bohn

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Summary

The Police School Liaison Officer performs crime prevention and law enforcement activities within the school district in a liaison capacity.

Essential Duties and Responsibilities include the following:

~~Assigned at the Franklin High School with occasional duties at the Middle School, as determined by the police department and school district.~~

Deleted: Work at Forest Park Middle School and

Deleted: keeping regular office hours in both locations

Maintain accurate records of student contacts, and weekly and monthly records of his/her activities.

Prepare all required reports completely and promptly.

Update other police department members about pertinent matters of importance relating to the schools.

Provide information through classroom presentations, small group, and informal discussions with students, relating to crime prevention, juveniles and the law, AODA prevention, other health and safety issues, law enforcement career opportunities, etc.

Attend school staff meetings as requested, be available to provide or arrange for in-service training on subjects of mutual concern, and be a member of and attend Pupil Service Team meetings.

Conduct follow-up investigations into reports of criminal activities, as reported to him/her or as assigned by his/her supervisor.

~~Keep the immediate supervisor apprised of investigative activities; and keep the respective school principals or their designee, apprised of incidents, which occur in their school environment.~~

Deleted: Make dispositions based on the recommendations found in the Franklin Police Department Juvenile Guidelines, and maintain contact with the student, parent/guardian and service provider following any referral. ¶

Patrol school property when available or needed to prevent, reduce, or detect municipal ordinance violations, delinquent or criminal behavior, and potential problems.

Encourage students and school staff to report criminal activity, and develop strategies and programs to prevent and reduce crime and delinquency in the school environment.

Attend athletic events and other major activities when deemed necessary or when requested by the school and approved by his/her supervisor. May utilize flextime scheduling to accomplish this goal.

Address school, civic, and social organizations, and work to promote positive public relations.

Cooperate with the Franklin School District Administration.

Deleted: Schedule quarterly meetings with the Program Advisory Committee for the purpose of monitoring and conducting an on-going evaluation of the School Liaison program.

Perform all duties of Patrol Officer when school is not in session.

Deleted: Juvenile

Enforces all City and State codes, ordinances, laws and regulations (both traffic and criminal) in order to ensure public safety, prevent crime, and promote security.

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Exercises rational judgment in all job responsibilities.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

The ability to maintain confidentiality of information.

Other duties as assigned by the Chief of Police or designee.

Deleted: Police Lieutenant or duty supervisor
Any and all other duties as assigned by the

Supervisory Responsibilities

The Police School Liaison Officer works independently under the direction, guidance, and supervision of the Day Shift Captain. The Police School Liaison Officer also works under the immediate supervision of the police department duty supervisor for all other assignments.

Deleted: Investigative Services Lieutenant

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Ability to meet the Department's physical standards. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and/or Experience

High school diploma and sixty (60) college credits from an accredited college, three (3) years law enforcement experience.

Language Skills

Ability to effectively communicate in writing and verbally with youth and adults. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, school officials, elected officials, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word and other police department related software. Ability to work with various computer hardware and other computer related equipment.

Certificates, Licenses, Registrations

Valid WI driver's license.

Maintain Basic Law Enforcement Training Certification

Maintain CPR/First Aid Certification.

Firearms Certification, and must qualify with firearms annually.

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Physical Demands

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 frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here 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 the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. At certain times the noise level may be very loud (fire arms training and emergency vehicle response).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Other Qualifications

Tools and Equipment Used: Police car, police radio, handgun and other weapons as required, baton, handcuffs, oleoresin capsicum spray, first aid equipment, calculator, personal computer including word processing software, copy machine, fax machine, and telephone.

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Other Skills and Abilities

Maintain departmental equipment, supplies and facilities.

Maintain contact with general public, court officials, and other City officials in the performance of police operating activities.

Serve as a member of various non-school related committees.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Thorough knowledge of the Wisconsin Children's Code, Franklin Police Department Policies and Procedures, and Franklin Public School District policies.

Deleted: Juvenile Guidelines

Skill in operating the tools and equipment listed below.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

Ability to perform work requiring good physical condition.

Ability to establish and maintain effective working relationships with subordinates peers and supervisors.

Ability to follow verbal and written instructions.

Ability to learn the City's geography.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Update: July 17, 2014

Deleted: May 7, 2003

**CITY OF FRANKLIN
Job Description**

Job Title: Fire Chief
Department: Fire
Appointing Authority: Board of Fire and Police Commissioners
Reports To: Mayor

Salary Level: Management/Administrative/Supervisory Level IX
FLSA Status: Exempt
Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014 Deleted: November 7, 2012

Approved By: Common Council

Approved Date: Deleted: November 20, 2012

GENERAL PURPOSE

Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression, and emergency medical services (EMS) to prevent or minimize the loss of life and property by fire and emergency medical conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, coordinate, supervise, and evaluate Fire and EMS operations.

Establish policies and procedures for Fire Department in order to implement directives from the Mayor and/or City Council. Deleted: and EMS
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Plan and implement Fire and EMS programs for the City in order to better carry out the policies and goals of the City; review Departmental performance and effectiveness; formulate programs or policies to alleviate deficiencies. Deleted: Business Administrator,
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Supervise and coordinate the preparation and presentation of an annual budget for the Fire Department; direct the implementation of the Departments' budget; plan for, recommend, and review specifications for new or replaced equipment. Deleted: and EMS
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Respond to alarms, warnings, and credible informational sources, and may direct department activities at the scene of major emergencies, as required.

Administer and manage the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances. Deleted: Supervise

Administer, manage, and investigate reliable communications systems to address fire fighting and EMS incidents.

Administer and manage the operation of departmental in-service training activities.

Deleted: Supervise

Controls the expenditure of departmental appropriations.

Administer Step 1 and 2 of the grievance procedure, maintain Departmental discipline, conduct, and general behavior of assigned personnel.

Deleted: Handle

Deleted: grievances

Prepare and submit monthly reports to the Mayor and Fire and Police Commission regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.

Plan departmental operations with respect to equipment, apparatus, and personnel; supervise the implementation of such plans.

Administer and manage the assignment of personnel and equipment to such duties and uses as the service requires; evaluate the need for, and recommend to the Mayor the purchase of new equipment and supplies.

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Meet with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Acts as HIPAA Officer.

Other duties as assigned by the Mayor.

Serves as Emergency Management Director for City and maintains the emergency operations plan for the City.

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Administer, under the guidance and direction of the Common Council and Mayor, the Emergency Medical Service Agreement with Milwaukee County (or other such subsequent structure) including, but not limited to, revenue collection, and involvement in medical research and significant public safety matters.

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PERIPHERAL DUTIES

Attend conferences and meetings to keep abreast of current trends in the field, as approved.

Available for emergencies on a seven-day 24 hour basis.

Represent the City Fire Department in a variety of local, county, state and other meetings.

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Serve as a member of various employee committees as directed by the Mayor.

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MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in public or business administration or management, business, fire science or service or a related field/discipline; a minimum of 10 years of progressively responsible municipal fire service/department experience; and a minimum of 3 years of experience as a Battalion Chief or higher position.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.

Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.

Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Considerable knowledge of public administration, accounting principles, budget planning and control, principles of management and labor relations, performance evaluation, and public relations.

Skill in the operation of the listed tools and equipment.

Ability to successfully recruit, select, train, and supervise department personnel.

Ability to perform work requiring good physical condition.

Ability to develop and review policies and procedures.

Ability to effectively communicate in writing and verbally.

Ability to effectively give and receive verbal and written instructions.

Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Ability to make independent judgments, which have critical impacts on the organization.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor.

SUPERVISION EXERCISED

Exercises supervision over Fire Department personnel.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgement.

LICENSING AND CERTIFICATION

Valid WI driver's license, or such other valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.

Wisconsin Paramedics License, desirable.

Must successfully pass medical exam consistent with NFPA 1582, after job offer.

Must pass annual physical fitness assessment.

Firefighter I & II Certification.

Meet requirements of IHLR 30 with respect to Wisconsin Fire Apparatus Driver's Operator (NFPA 1002), within one (1) year.

TOOLS AND EQUIPMENT USED

Typewriter; calculator; copy machine; personal computer; fax machine; telephone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronics test equipment; general medical equipment; patient lifting devices; breathing apparatus; steel-tip boots; hearing and eye protection; firefighting clothing; and hazardous chemical clothing.

PHYSICAL DEMANDS

Fire Chief

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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 frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration. Possible exposure to blood-borne pathogens in body fluids.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Job Responsibilities Related to Patient Privacy

The Employee shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

The Employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the Mayor and/or City Attorney.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Assistant Fire Chief
Department: Fire
Appointing Authority: Fire Chief/Fire & Police Commission

Reports To: Fire Chief
Salary Level: Salary Grade IX
FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Deleted: James Martins, Fire Chief

Prepared Date: July 2014

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Approved By: _____

Deleted: 11, 2008

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GENERAL PURPOSE

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Assists the Fire Chief in planning, organizing and directing all Fire Department operations. Areas of accountability include employee training and development, safety and employee relations. Will assist Chief in labor relations; budget development; fiscal oversight; public relations; and the development and maintenance of standard operating procedures. Assumes command of the Franklin Fire Department in the absence of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all department operations including suppression, prevention, special teams, and EMS.
- Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief, recommending, implementing and enforcing policies.
- Develops and manages the Fire Department's training programs, including curriculum, schedules, and employee records. Ensures that professional standards are met and maintained. Develops employee career development programs.
- Assists the Chief in day-to-day fiscal oversight of the Department's budget.
- Coordinates the Department's public education and fire education programs. Assists with public relations for the Fire Department

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- Recommends and prepares plans for Fire Department goals and objectives for short and long-term planning.
- May advise and or assist Fire Chief in conducting performance evaluations; ensures effective employee communications; reviews complaints and grievances; investigates accidents, complaints, and grievances; may administer discipline and adjusts grievances of employees.
- Assist the Fire Chief with developing and maintaining standard operating guidelines for emergency response, code enforcement, and fire prevention.
- Positively represents the Fire Department at civic and public venues, attends City Council meetings as needed, and represents the Department on commissions or committees as assigned.
- Determines how to deploy personnel during periods requiring special Fire Department response.
- Assumes the duties and responsibilities of the Fire Chief in his or her absence.
- Supervises the maintenance of personnel records on sick leave, vacation, shift exchange, disciplinary actions, accident and injury reports, training and such other department forms as needed.

PERIPHERAL DUTIES

- May be assigned responsibilities of shift commander.
- Perform the duties of subordinate personnel as needed.
- Attends conferences and meetings to keep abreast of current trends in the field; represent the City Fire/EMS Department in a variety of local, county, state and other meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelors Degree in fire science or a closely related field such as public safety or public administration. Successful completion of WI Emergency Medical Technician and Fire Officer I courses; five (5) years of experience as a Chief Officer (Battalion Chief or higher) (or ten (10) years of fire service experience may be considered); and completion of the State of Wisconsin Fire Officer Certification Program.

Necessary Knowledge, Skills and Abilities:

Extensive knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.

Knowledge of required and desired employee training and development programs for fire service personnel.

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Knowledge of performance evaluation principles and techniques; labor contract administration; employee complaint investigation and resolution; employee communications; general human resources management.

Knowledge of budget formation and fiscal administration.

Ability to create and carry out short and long-term plans.

Ability to use office software and hardware.

Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, policies, and regulations.

Ability to train, supervise, and lead subordinate personnel.

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Ability to perform work requiring good physical condition.

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Ability to effectively communicate in writing and verbally.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

Ability to make independent judgments, which have highly significant impacts on the organization.

Ability to meet the special requirements listed below.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief.

SUPERVISION EXERCISED

Supervises subordinate personnel per department chain of command and office personnel. Coaches and counsels employees regarding job performance. Evaluates job performance. Issues discipline when appropriate.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

- Valid WI driver's license.
- Valid Wisconsin EMT License.
- Maintain Wisconsin Fire Officer certification.

TOOLS AND EQUIPMENT USED

Personal computer and associated software, including specialized fire operations software; and standard office equipment. Occasionally may use tools associated with Firefighter/EMT's: camera; power tools; hand tools; chain saws; shovels; brooms;

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ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronic test equipment; defibrillator; general medical equipment; patient lifting devices; breathing apparatus; steel tip boots; hearing and eye protection; firefighting clothing; Thermal imaging equipment; hazardous atmosphere metering equipment; and hazardous chemical clothing.

PHYSICAL DEMANDS

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 frequently required to stand; sit; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and or move up to 10 pounds and occasionally lift and or move up to 130 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

Work is performed primarily in an office setting, with occasional travel required in the local area. Employee will be required to report to emergency scenes.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Job Responsibilities Related to Patient Privacy

The Employee shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Assistant Chief may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Assistant Chief may only share such information with those who have a need to know specific patient information they have in their possession to complete their job responsibilities related to treatment, payment or other fire department operations.

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The Assistant Chief is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and

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procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer or the Director of Administration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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<#>Personnel Committee reviewed this job description on October 18, 2005. ¶

<#>Fire and Police Commission revised job description on February 9, 2005.¶

<#>Personnel Committee approved job description on March 29, 2005 incorporating revisions clarifying involvement with performance appraisals and responsibility for assuming command of Fire Department in absence of Fire Chief and Assistant Chief. ¶

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**CITY OF FRANKLIN
Job Description**

Job Title : Battalion Chief

Department : Fire

Appointing Authority: Fire Chief/Fire & Police Commission

Reports To : Fire Chief

Salary Level : Supervisory Level VII

FLSA Status: Exempt

Prepared By : Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Approved By: Common Council

Approved Date :

Deleted: James Martins, Fire Chief

Deleted: 18, 2012

Deleted: July 24, 2012

GENERAL PURPOSE

Assists the Fire Chief in planning, organizing and directing all Fire Department operations. Perform a variety of routine and complex public safety work in the administration of the fire department. Supervise fire suppression, emergency medical calls, hazardous materials, fire education, fire prevention, and related fire department activities. Work requires considerable independence and professional decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief, recommending, implementing and enforcing policies.
- Assume the role of incident commander and determine an overall plan to resolve fire and/or emergency medical situations. Direct subordinate officers and fire crews to appropriate assignments to ensure the plan of action is followed in a safe and effective manner.
- Supervise the scheduling and coordination of shift changes shift activities.
- Review a variety of fire related reports prepared by subordinate officers or others.
- Determine how to deploy personnel during periods requiring special fire department response.
- Oversee and assist, as needed, the maintaining of a daily log of personnel accountability, department activity and emergency situations.

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- Oversee and assist, as needed, the instructing and drilling of fire fighters in use of equipment and methods pertaining to fire, emergency, and medical issues. Assist in the continuous professional development of subordinates.
- Determine methods of providing emergency medical response, priorities, location of equipment, and deployment of apparatus to ensure the proper response is made to alarms for emergency medical services.
- Monitor and observe departmental activities to ensure that conduct and performance conform to department standards.
- Carry out duties in conformance with Federal, State, County and City laws and ordinances.
- Decide response priorities and ensure the proper response is made to alarms received during the course of assigned shift.
- Determine if additional resources are needed from other communities, make the necessary request, and put into action a plan to stage and utilize these additional resources.
- May be directed to conduct internal affair investigations and counsel assigned personnel and/or administer appropriate discipline as warranted.
- Respond to multiple alarm fire as needed; assume command in the absence of superior officers.
- Supervise and participate, as needed, in the operation of departmental in-service training activities.
- Prepare a variety of reports and records including personnel records, prepare performance evaluations, and requisitions.
- Assist in the preparation and administration of the annual department budget.
- Perform duties of Fire Chief, in the absence of the Fire Chief, Assistant Chief or Deputy Chief.
- Maintain professional certifications and keep abreast of changes in the delivery of fire and rescue services.
- Review, evaluate, develop, and enforce programs, policies, and standard operating guidelines related to Fire Department activities with approval from the Chief.
- Supervise the activity and personnel at all fire stations during their shift.
- Investigate the cause and point of origin of fires as needed.
- Oversees the Special Teams.
- Perform other duties as assigned by the Fire Chief.

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<#>Assists in reviewing evaluating, and developing programs, policies, and standard operating guidelines related to Fire Department activities. ¶¶

PERIPHERAL DUTIES

- Perform the duties of subordinate personnel as needed.
- Attend conferences and meetings to keep abreast of current trends in the field; represent the City Fire/EMS Department in a variety of local, county, state and other meetings.
- Coordinate activities with other supervisors and other City departments, and exchanges information with officials in other fire departments.
- Maintain contact with general public, department officers and other City officials in the performance of fire department activities.
- Assist in researching and submissions of grants.
- Assist Inspection Office in plan review for new developments and other construction projects.
- Oversee and develop plans for the maintenance of department equipment, supplies and facilities.
- May be assigned to oversee, develop and implement maintenance needed for buildings, apparatus and equipment including general supplies.
- Schedule and conduct meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelors Degree in fire science or a closely related field such as Public Safety or Public Administration, or as determined by the Fire and Police Commission. (Degree can be obtained within 4 years of the appointment, provided continued work toward degree completion can be shown throughout this time period.) Successful completion of WI Emergency Medical Technician, five (5) years of experience as a Company Officer (Captain, Lieutenant) (or ten (10) years fire service experience may be considered), and completion of the State of Wisconsin Fire Officer Certification Program.

Necessary Knowledge, Skills and Abilities:

Extensive knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.

Extensive knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.

Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, policies, and regulations.

An understanding of the computer network and proficient in the use of software used in the Department.

Proficient in the use of all tools and equipment.

Ability to train and supervise and lead subordinate personnel.

Ability to perform work requiring good physical condition.

Ability to effectively communicate in writing and verbally.

Ability to effectively provide and receive verbal and written instructions.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

Ability to make independent judgments that have highly significant impacts on the organization and public safety.

Ability to meet the special requirements listed below.

SUPERVISION RECEIVED

Per department chain of command

SUPERVISION EXERCISED

Supervises subordinate personnel per department chain of command. Supervises all fire and EMS personnel on a shift. Trains employees in procedures and techniques. Coaches and counsels employees in job performance. Effectively recommends discipline, when appropriate.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

- Valid WI driver's license.
- Valid Wisconsin EMT License.
- Maintain Wisconsin Fire Officer certification.

TOOLS AND EQUIPMENT USED

Typewriter; calculator; copy machine; personal computer; fax machine; telephone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronics test equipment; defibrillator; general medical equipment; patient lifting devices; breathing apparatus; steel-tip boots; hearing and eye protection; firefighting clothing; Thermal imaging equipment; hazardous atmosphere metering equipment; hazardous chemical clothing; and mobile and portable radios.

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PHYSICAL DEMANDS

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.

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While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations.

Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, poisonous gases, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in or near moving traffic, and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens in the course of their duties.

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The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Job Responsibilities Related to Patient Privacy

The Battalion Chief shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

Deleted: Employee

The Battalion Chief may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Employee may only share such information with those who have a need to know specific patient information they have in their possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

Deleted: Employee

The Battalion Chief is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer or the Director of Administration.

Deleted: Employee

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Battalion Chief, Continued

Page 7 of 7

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**City of Franklin
Job Description**

Job Title : Assistant City Engineer

Department : Engineering

Reports To : City Engineer

Salary Status : Grade Level VIII

Prepared By : Dana Zahn, Human Resources Coordinator

Deleted: Valerie Fenger, Human Resources Intern

Prepared Date : July 2014

Deleted: January 26, 2001

Deleted: April 2007

Approved By : Common Council

Deleted: , Resolution _____

Approved Date : _____

Deleted: April 18, 2001

Summary :

Under the general direction of the City Engineer, the Assistant City Engineer plans, develops, coordinates, and directs large scale Public Works projects. Assists the City Engineer in all aspects of the City Engineer's job and act as City Engineer/Public Works Director in the absence of the same.

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Essential Duties and Responsibilities: include the following. Other duties may be assigned.

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Evaluate needs and requirements, and prepare capital improvement programming and reports relative to proposed public works improvements.

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Research eligibility, develop applicable data and prepare grants for City projects.

Plan, cost estimate, assign staff and supervise design of public works improvements for the City of Franklin including streets, sanitary sewers, storm sewers and water mains and park development.

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Maintain annual records of contributed capital, which includes all new and major rehabilitated public infrastructure within the City.

Review plans and specifications submitted by consulting engineers for City projects and subdivision development. This includes preparation and updating of city standards for design and construction.

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Prepare specifications for projects, operations, materials, and major equipment purchases for the Public Works Department.

Deleted: Assign engineer technicians to various public works' contracts including streets, sewers and water mains.

Coordinate street maintenance, drainage, and park development plans with the Public Works Department.

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Coordinate construction inspection of development as needed through consulting engineering firms.

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Develop annual inspection service program, including presentations and certification testing.

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Serve on interview board for Engineering Department, Water and Sewer Department and Public Works Department.

Serve as a staff contact in Board of Public Works. Under the supervision of City Engineer prepare an agenda and make presentations at board meetings.

Serve as staff specialist for Board of Water Commissioners. This includes preparation of DNR and PSC reports and attendance at commission meetings. Supervision of ~~projects and related~~ operation of water utility.

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Assist the utility manager in the complete operation of a public water utility including the planning and coordination with the board of Water Commissioners and ~~assist in the operation and maintenance of the water system facilities.~~

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Answer telephone and mail inquiries from general public and technical persons relative to public works projects and other concerns requiring answers of an engineering matter.

Supervisory Responsibilities :

Directly supervises employees in the Engineering, Public Works, Sewer and Water Departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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Qualifications :

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deleted: .

Education and/or Experience :

Bachelor's degree (B.S.) from four-year college or university in Civil Engineering; five years related experience and/or training; or equivalent combination of education and experience.

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Working experience with Public Works and/or Sewer and Water Department operations would be beneficial.

Language Skills :

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write project specifications, reports and correspondence. Ability to speak effectively before groups of citizens and at public and technical meetings.

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Reasoning Ability :

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to formulate, initiate, and administer policies and procedures affecting the Public Works Department, Water Utility and Engineering Department.

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Computer Skills :

An individual should have knowledge of GIS and its application; Microsoft Word, Outlook and Excel software; copy machine (fax and scanning), telephone, and calculator. Working knowledge of mechanical equipment of water utility and SCADA control system.

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- Deleted: To perform this job successfully, a
- Deleted: Word Processing
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Certificates, Licenses, Registrations :

Registered Professional Engineer

Valid Driver's License

Physical Demands :

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.

Deleted: .

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. 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.

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Work Environment :

The work environment characteristics described here 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 the essential functions.

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While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical equipment; potentially high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related, or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**CITY OF FRANKLIN
Job Description**

Job Title: Sewer and Water Superintendent
Department: Sewer and Water
Appointing Authority: City Engineer/Director of Public Works
Reports To: City Engineer/Director of Public Works
Salary Grade: Management/Administrative/Supervisory Level V
FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Approved By:

Deleted: Laura Sutherland, Human Resources Manager

Deleted: December 15, 2004
Revised April 27, 2005

Deleted: April 2007

SUMMARY

Under the general direction of the City Engineer/Director of Public Works, plans, directs, and carries out the operation, repair, maintenance, and replacement of City water and sanitary sewer facilities and systems to provide quality water and sewer service for the City.

Deleted: , sewer, street, and storm drainage

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Evaluates public works' needs for the City's sewer and water infrastructure and creates short and long-range plans to meet goals and objectives.

Plans and directs projects; determines equipment, materials, and personnel required for project completion; directs work in progress; evaluates the quality, quantity, and timeliness of work completed.

Directs activities of subordinate personnel in the installation, maintenance, and repair of water distribution and sewage facilities. Ensures that work is completed according to accepted standards and specifications. Trains, coaches, counsels, and disciplines employees.

Provides leadership in instituting and maintaining departmental safety programs recognized and required by the Department of Commerce. Instructs personnel in proper safety procedures. Demonstrates safe working procedures and adherence to safety protocols.

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Responds to inquiries, concerns from the public, business representatives, developers, City staff, and others regarding department policies and procedures. Adjusts errors and resolves complaints.

Ensures safe operation of the City's Water & Sewer Systems by maintaining and updating security records and procedures and by working with the Fire, Police, and Health Departments and neighboring Utilities to ensure safe and reliable water and sewer service during emergency situations.

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Procures, inventories, and controls the use and availability of all materials, supplies, and equipment required to construct and repair water and sewer infrastructure, and departmental facilities. Supervises and participates in cleaning and checking equipment and tools after use.

Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir meters, and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Supervises and advises on emergency operations from leachate system at landfill.

Maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

Advises City Engineer and other City Officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding water and sewer problems and services.

Responds to complaints regarding water leaks, pressure loss or loss of water; evaluates situations, determine if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.

Contacts residents and business owners in areas where services will be disconnected and informs customers when services will be shut off and turned back on.

Prepares budget estimates based on anticipated needs of the department.

Analyzes the projects and equipment needs of the City's Sewer and Water Utility.

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

Coordinate attendance at continuing education programs and conferences required to maintain State Waterworks Operators Licenses for self and all licensed operators within the Utility.

Represent the Water Utility at City-sponsored meetings, as required.

SUPERVISION EXERCISED

Directly supervises assigned maintenance workers, outside contractors, and equipment operators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Education and Experience:

Associate's degree in construction technology or related field, and five years of successful work experience in public works, two of which must have been in a supervisory capacity, or any other equivalent combination of education and experience that demonstrates the knowledge, skills, abilities, and competencies listed below.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of Department of Commerce rules and regulations pertaining to sewer and water operations.

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Thorough knowledge of equipment, facilities, materials methods and procedures used in public water supply and distribution systems and sewer collection systems.

Thorough knowledge of pipe installation, connection, and repair.

Skill in operation of the listed tools and equipment.

Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners.

Ability to make independent judgements which have significant impacts on the City.

LICENSING AND CERTIFICATION

- Valid WI CDL License.
- CPR and First Aid Certification
- State water works operator license with minimum certification in ground water and distribution.
- Confined Entry Certification.

TOOLS AND EQUIPMENT USED

Dump truck, pickup truck, utility truck, jetter/inductor truck, backhoe, manlift, tamper, plate compactor, saws, pump, compressors, generators, trencher common hand and power tools, shovels, wrenches. Detection devices, mobile radio, telephone, copy machine, pager, analytical testing equipment, computers with word processing, spreadsheet, photo processing and SCADA software, sewer televising equipment, and fax machine.

PHYSICAL DEMANDS

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 stand and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; traffic hazards; bio hazards; and vibration. The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Deleted: Notes¶
Common Council approved Grade Change from SG IV to SG V on November 9, 2004.¶
¶
Personnel Committee approved job description April 29, 2005, with the incorporation of changes that emphasized leadership in safety issues and making this description more consistent with the DPW Superintendent in terms of supervision exercised. ¶
¶
Revision November 24, 2004 LS¶
Revision December 15, 2004. LS ¶
Revision April 22, 2005. LS¶
Revision April 27, 2005 LS
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CITY OF FRANKLIN
Job Description

Job Title: Department of Public Works Superintendent
Department: Public Works
Position Reports to: City Engineer/Director of Public Works
Appointing Authority: City Engineer/Director of Public Works
FLSA Status: Exempt
Salary Level: Management/Administrative/
Supervisory Level V

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Approved By: _____

Date Approved: _____

SUMMARY

Under the general direction of the City Engineer/Director of Public Works, supervises the Public Works Department; plans, organizes and directs major activities of the Public Works Department; administers the effective and efficient use of personnel, funds, facilities, equipment, and time; participates in work for the purpose of demonstrating proper procedures; responsible for assigning, directing, and inspecting work performed in the area of streets, parks, storm drainage, forestry, street lighting, building and vehicle maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates public works' needs and creates short and long-range plans to meet goals and objectives.
- Plans and directs public works' projects; determines equipment, materials, and personnel required for project completion; directs work in progress; evaluates the quality, quantity, and timeliness of work completed.
- Responds to emergencies on a seven-day 24-hour basis.
- Supervises, coaches, counsels, and disciplines employees.
- Ensures that work is completed according to accepted standards and specifications.
- Responds to inquiries, concerns from the public, business representatives, developers, City staff, and others regarding department policies and procedures. Adjusts errors and resolves complaints.
- Directs the City's snow and ice control operations.
- Trains and/or oversees employee training in all areas, including policies, procedures, work standards, and safety.
- Provides leadership in instituting and maintaining a departmental safety programs. Models safe working procedures and adherence to safety protocols.

Deleted: Laura Sutherland, Human Resources Manager¶

Deleted: May 12, 2005

Deleted: April 2007

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Deleted: 2005-5880

Deleted: 2007-¶

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Deleted: , and carries out ongoing maintenance and repair of the City's infrastructure

Deleted: , including highways, sidewalks, parks, forestry, street lighting, fleet maintenance, and drainage systems. Directs snow and ice control operations. ¶

Deleted: May 12, 2005

- Prepares and documents budget requests; administers budget in assigned area of responsibility.
- Assists in the development and implementation of capital road program and park improvement program. Coordinates with other agencies as needed in the construction of capital improvements and department operations.
- Develops bid specifications for vehicles, equipment, and supplies required for department operations.
- Assist in planning and overseeing development of City Parks.
- Manages the City Forestry program to include tree pruning, planting and removals within City streets, parks and City owned land. Plans and organizes the City's annual tree planting program.

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- Maintains records; prepares reports and correspondence.
- Oversees mechanical repairs and servicing of City vehicles.
- Monitors inter-governmental actions affecting public works.
- Represents the Department of Public Works at City-sponsored meetings, as required.

Deleted: <#>Coordinates the preparation of reviews and revisions to storm drainage and street system maps and databases; and comprehensive plans.

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MINIMUM QUALIFICATIONS--EDUCATION AND EXPERIENCE

Associate's degree in construction technology or closely related area, and five years of successful work experience in public works, two of which must have been in a supervisory capacity or any equivalent combination of education and experience that demonstrates the knowledge, skills, abilities, and competencies listed below.

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES

- Considerable knowledge of the principles, techniques, and products required to maintain and repair streets, sidewalks, street lighting, parkland, play structures and storm sewer systems.
- Ability to plan, direct, control, and evaluate public works projects.
- Ability to plan and direct snow and ice control operations.
- Ability to create and present budgets and control costs.
- Ability to manage, supervise, motivate, coach, and discipline employees.
- Knowledge of vehicle maintenance systems, including parts and supplies.
- Ability to work effectively with consultants, business representatives, City employees, governmental agency representatives, City officials, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to make independent judgments which have significant impacts on the organization.

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- Knowledge of land surveying and establishment of grades.
- Knowledge of forestry, tree planting, pruning, tree removal, tree variety and tree health.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities.

Deleted: May 12, 2005¶

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SUPERVISION EXERCISED

Directly supervises assigned maintenance workers, equipment operators, and outside contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Deleted: outside contractors, and

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Valid WI Class B CDL License with Class A preferred.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, street sweeper, street roller, backhoe, road grader, hydraulic excavators, skid steers, front end loaders, aerial device, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, snow plows and wrenches. Skill in use of detection devices, survey equipment, mobile radio, phone, personal computer, copy and fax machines.

Deleted: Motor vehicle; telephone; radio; fax and copy machines; surveying instruments; standard office hardware and software.

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PHYSICAL DEMANDS

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 required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions.

Work is performed outside a good deal of the time in construction sites, highways, and parks. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually moderate, at times loud when in the area of operating tools and equipment.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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¶
CC approved Grade Change from SG IV to SG V on November 9, 2004. Approved by Personnel Committee April 29, 2005, with revisions related to safety leadership and supervisory responsibilities. Editing May 12, 2005.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 8/19/14
REPORTS & RECOMMENDATIONS	Population estimate as of January 1, 2014	ITEM NUMBER <i>G.13.</i>

Franklin has received the preliminary population estimate of 35,702 as of January 1, 2014, which is a decrease from 35,810 as of January 1, 2013. For comparison purposes, attached is the summary of data used by the State in estimating Franklin's population for 2013 and 2014. If the Council wishes to challenge this estimate, such challenge must be submitted before September 15, 2014.

For your review, Franklin's prior population was as follows:

1960	10,006	2000	28,804
1970	12,247	4/1/00 census	29,494
1980	16,469	2001	30,199
1990	21,732	2002	30,749
1991	22,356	2003	31,467
1992	23,168	2004	31,804
1993	24,052	2005	32,548
1994	24,778	2006	33,000
1995	25,163	2007	33,380
1996	25,726	2008	33,550
1997	26,591	2009	33,700
1998	27,186	2010	33,900
1999	27,780	4/1/10 census	35,451
		2011	35,504
		2012	35,520
		2013	35,810
		2014	35,702

COUNCIL ACTION REQUESTED

Motion to place on file the Wis. Dept. of Administration January 1, 2014 population estimate of 35,702.

OR

Motion to direct Director of Clerk Services to submit challenge, based on information provided by staff, to State of Wisconsin 2014 population estimate no later than September 15, 2014.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY

Division of Intergovernmental Relations
Post Office Box 8944
Madison, WI 53708-8944
Voice (608) 266-0288
Fax (608) 267-6917

0985
SANDRA WESOLOWSKI
CLERK, CITY OF FRANKLIN
9229 W LOOMIS RD
FRANKLIN, WI 53132 - 9630

August 10, 2014

PRELIMINARY ESTIMATE OF JANUARY 1, 2014 POPULATION

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2014 population for the City of Franklin in Milwaukee County is 35,702. This represents a change of 251 persons (0.71%) since the 2010 Census.

Wisconsin's total population is estimated at 5,733,000 which is a change of 46,014 persons and 0.81%.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2014 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2014 Estimate		35,702
Motor vehicles registered	28,844	29,485
Percent of vehicles in State	0.547%	0.571%
Income tax filers	23,639	23,174
Percent of filers in State	0.650%	0.672%
Filers plus dependents	30,723	29,745
Percent of filers plus dependents in State	0.622%	0.649%
Income tax returns	15,873	15,677
Percent of income tax returns in State	0.621%	0.637%
Institutional Population	1,989	1,444

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 85 housing units for calendar year 2013. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,255 of the estimated population for the City of Franklin are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.

MUNICIPAL POPULATION ESTIMATE CHALLENGE FORM

If your municipality believes that the estimate is not a reasonable approximation of your population, complete this form and submit it **with administrative data** that can be used to evaluate the challenge. Submit the challenge on or before **September 15, 2014**.

Mail challenges to:

**Dan Barroilhet, Demographer
Demographic Services Center
WI Department of Administration
PO Box 8944
Madison, WI 53708-8944
(608) 266-1755**

The Council/Board of the

Town

City

Village of: _____

in the County of: _____

has authorized me to submit a challenge to the correctness of the annual preliminary population estimate prepared for our municipality. The municipality contends the estimate is inaccurate because it is based upon inadequate information.

Evidence based upon administrative records or other information is presented in support of this contention, as required by §16.96 of the Wisconsin Statutes. The statutes do not permit the Department of Administration to accept the results of a population enumeration conducted by any group, agency or unit of government other than the U.S. Census Bureau.

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

DAYTIME TELEPHONE: () _____

SIGNATURE: _____ DATE: _____



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY

Division of Intergovernmental Relations
Post Office Box 8944
Madison, WI 53708-8944
Voice (608) 266-0288
Fax (608) 267-6917

0986
SANDRA WESOŁOWSKI
CLERK, CITY OF FRANKLIN
9229 W LOOMIS RD
FRANKLIN, WI 53132 - 9630

August 10, 2013

PRELIMINARY ESTIMATE OF JANUARY 1, 2013 POPULATION

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2013 population for the CITY OF FRANKLIN in MILWAUKEE County is **35,810**. This represents a change of 359 persons (1.0 percent) since the 2010 Census.

Wisconsin's total population is estimated at 5,716,000 which is a change of 29,014 persons and 0.5 percent.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2013 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2013 Estimate		35,810
Motor vehicles registered	28,844	28,815
Percent of vehicles in State	0.548	0.568
Income tax filers	23,639	22,775
Percent of filers in State	0.650	0.664
Filers plus dependents	30,723	29,251
Percent of Filers plus dependents in State	0.623	0.640
Income tax returns	15,873	15,395
Percent of income tax returns in State	0.621	0.632
Institutional Population	1,989	1,668

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 121 housing units for calendar year 2012. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,272 of the estimated population for the CITY OF FRANKLIN are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 08/19/2014
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LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
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See attached list from meeting of August 19, 2014.

COUNCIL ACTION REQUESTED



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

License Committee

Agenda*

Alderman's Room

August 19, 2014 – 5:45 pm

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - New 2014-15 5:50 p.m.	Smoker, Tyrone W 8814 W Rogers St West Allis, WI 53227 Hideaway Pub & Eatery			
Operator - New 2014-15 5:55 p.m.	Vukovic, Goran 4617 S Woodland Dr Greenfield, WI 53220 United Serbian Soccer Club			
Operator - New 2014-15	Baraniak, Nicole J 6412 W Lincoln Ave West Allis, WI 53219 Swiss Street Pub & Grill			
Operator - New 2014-15	Eickhorst, Jennifer R 3823 W Madison Blvd Franklin, WI 53132 Rock Sports Complex			
Operator - Renewal 2014-15	Ellis, Nicole L 7331 W Wind Lake Rd Wind Lake, WI 53185 Discount Cigarettes & Liquor			
Operator - New 2014-15	Furey, Mary E 3333 5 th Ave, #6I South Milwaukee, WI 53172 Country Lanes			
Operator - New 2014-15	Grabarczyk, Gloria J 7467 S 69 th St Franklin, WI 53132 St. Martins Fair – Franklin Lioness Club			
Operator - New 2014-15	Hosseini, Shane Z 1158 N 50 th St Milwaukee, WI 53208 Gus Mexican Cantina			
Operator - New 2014-15	Hudson, Kathryn D 9030 S Cordgrass Circle E Franklin, WI 53132 Walgreen – Loomis Rd			
Operator - New 2014-15	Kiser, Samantha R 2174 S 61 st St West Allis, WI 53219 Michaelangelo's Pizza			
Operator - New 2014-15	Kukla-Lewis, Tracy R 7640 S Mission Ct Franklin, WI 53132 St. Martins Fair – Franklin Lioness Club			
Operator - New 2014-15	Lawetzki, Gerald F 6216 W College Ave Greendale, WI 53129 Krones			

Operator - New 2014-15	LeHouillier, Pamela J 6456 W River Pointe Dr Franklin, WI 53132 St. Martins Fair – Franklin Lioness Club			
Operator - New 2014-15	Lindner, David P 4007 W Acre Ave Franklin, WI 53132 St. Martins Fair – Franklin Lions Club			
Operator - New 2014-15	Witkowski, Kristin K 7421 Morningside Ct Franklin, WI 53132 To be Determined			
Operator - New 2014-15	Wolff, Melissa A 5833 S 110 th St Hales Corners, WI 53130 Romey's Place			
Extraordinary Entertainment & Amusement	United Serbian Soccer Club Person in Charge: Goran Vukovic Event: United Serbian Soccer Club Tournament Event Date: August 30 & 31, 2014			
Temporary Class B Beer & Wine	United Serbian Soccer Club Person in Charge: Goran Vukovic Event: Srbijada Soccer Tournament Event Date: August 30 & 31, 2014			
Extraordinary Entertainment & Amusement	Hiller Ford Person in Charge: Jim Patterson Event: MACC Fund Car Show Event Date: September 7, 2014			
Temporary Entertainment & Amusement	JJ Concession Person in Charge: Lisa Lippert-Dixon Location: St. Martins Fair Event: Ring Toss & Bean Bag Toss Games Event Date: August 31 & September 1, 2014			
Temporary Entertainment & Amusement	St Martin of Tours Church Person in Charge: Diane Winkowski Event: Oktoberfest Event Date: October 18, 2014			
Temporary Class B Beer	St Martin of Tours Church Person in Charge: Diane Winkowski Event: Oktoberfest Event Date: October 18, 2014			
Combination "Class A" Change of Agent	CVS Pharmacy 6705 S. 27 th Street Samantha Jo Klaphake, Agent			
3.	Adjournment			Time

*Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per State ex rel. Badke v. Greendale Village Board, even though the Common Council will not take formal action at this meeting.

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APPROVAL <i>Slw Paul</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 8/19/14
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1.

Attached is a list of vouchers dated August 8, 2014 through August 14, 2014 Nos. 153226 through Nos. 153407 in the amount of \$ 834,876.71. Included in this listing is EFT's Nos. 2672 through Nos. 2680 and Library vouchers in the amount of \$ 10,312.51.

The net payroll dated August 22, 2014 will be reported on a revised action sheet.

The estimated payroll for September 5, 2014 is \$ 336,000.00 with estimated deductions of \$ 212,000.00.

Property tax settlements totaling \$7,026,926.02 dated August 15, 2014 by wire transfer.

COUNCIL ACTION REQUESTED

Motion approving net general checking account City vouchers in the range of Nos. 153226 through Nos. 153407 in the amount of \$ 834,876.71 dated August 8, 2014 through August 14, 2014.

Motion approving the net payroll dated September 5, 2014 estimated at \$ 336,000.00 and payments of the various payroll deductions estimated at \$ 212,000.00, plus any City matching payments, where required.

Motion approving property tax settlements dated August 15, 2014 totaling \$7,026,926.02