

PERSONNEL COMMITTEE MEETING

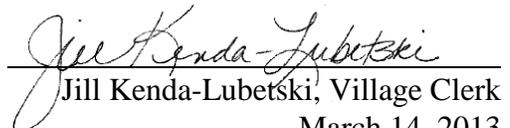
Monday, March 18, 2013

Village Hall, Room 101, 5:00 P.M.



PLEASE TAKE NOTICE that a meeting of the Personnel Committee will be held at the Village Hall, 4800 West Green Brook Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Approval of Minutes: January 31, 2013 - Regular Meeting
- IV. Report of Staff/Committee Members
- V. Recess into Closed Session Pursuant to §19.85(1) (c)(e) Wisconsin Statutes for the Following Reasons:
 - (c) To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive bargaining reasons require a closed session.
- VI. Reconvene into Open Session for Possible Action on Closed Session Deliberations
- VII. New Business
 - A) Compensation for Non-Represented Employees
 - B) Public Works Superintendent/Village Engineer Position Description
 - C) Schedule Next Meeting Date
- VIII. Adjournment


Jill Kenda-Lubetski, Village Clerk
March 14, 2013

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.

**BROWN DEER PERSONNEL COMMITTEE
JANUARY 31, 2013 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Chairperson Baker at 6:30 P.M.

I. Roll Call

Present: Trustees: Baker, Springman; Don Druckrey
Also Present: David L. Berner, Interim Village Manager

II. Persons Desiring to be Heard

None.

III. Approval of Minutes:

None.

IV. Report of Staff/Committee Members

No report.

V. New Business

None.

VI. Recess into Closed Session Pursuant to §19.85 (1)(c) Wisconsin Statutes for the Following Reasons:

- (c) **To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

It was moved by Trustee Springman and seconded by Don Druckrey to enter into closed session for the reason stated on the agenda at 6:25 p.m. The motion carried unanimously.

VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the closed session and re-enter into the regular order of business at 8:34 p.m. The motion carried unanimously.

VIII. Adjournment

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the meeting at 8:34 p.m. The motion carried unanimously.

David L. Berner, Village Manager

VILLAGE OF BROWN DEER

JOB DESCRIPTION

Director of Public Works/Village Engineer

General Statement of Duties:

The Director of Public Works/Village Engineer, referred in this description as (DPW/VE), shall function as a division head under the supervision of the Village Manager. This person shall be responsible for the improvement, purchase, alteration or modification of the Village's capital facilities including, but not limited to, streets, stormwater, sanitary facilities, water, street lighting, sidewalks, public buildings, grounds, and right-of-ways. The DPW/VE shall supervise the activities of the Department of Public Works.

Distinguishing Features of the Position:

The DPW/VE shall in coordination with the Department of Community Development have direct responsibility for the management of the engineering duties defined above.

The DPW/VE shall in coordination with the Department of Community Development be responsible for the administration of street construction and public works construction projects. This shall include development and preparation of plans, drawings and specifications, contract administration, field inspection and Village representation at meeting, hearings and inquiries.

The DPW/VE shall have responsibility for the activities performed in the Department of Public Works by personnel in the following areas:

- Administration of Public Works
- Streets and Traffic Operations
- Sidewalks and Pathways
- Refuse and Recycling
- Winter Operations
- Forestry

Supervision and Evaluation:

The DPW/VE reports directly to the Village Manager. The Village Manager is responsible for review and evaluation of his performance.

Minimum Qualifications:

Have a Bachelor's degree in Civil Engineering with registration as a Professional Engineer in Wisconsin. A degree in architectural engineering, environmental engineering, or equivalent is acceptable. At least four (4) years prior experience in public works administration and municipal engineering is preferred or any combination of the above.

Prior experience in local government or in a supervisory capacity is preferred. Must possess a working knowledge of methods, materials, and techniques used in municipal public works projects. The DPW/VE must also possess technical knowledge of engineering, drafting, surveying and mechanical practices, methods, materials and techniques and the ability to apply them to the position responsibilities as needed.

Be able to work on several projects simultaneously and have the ability to work in group settings, independently, with minimal supervision. Must be able to organize, prioritize and disseminate large amount of information and to identify useful components needed for presentation in a format that can be used effectively by members of the Village Board, staff, and other committees.

Experience in design, construction, maintenance, and inspection of streets, Stormwater, water, and sanitary sewers, and their related infrastructure projects.

Record of engaging in continual education and training to stay current with practices, programs, and technologies, in modern public works.

Thorough understanding of the administration of public works contracts.

Work closely with the Village Manager and Community Development Staff to prioritize and coordinate work activities and duties in order to provide a consistent, high level of service delivery. Must have the ability to supervise personnel efficiently and effectively with a willingness to be innovative.

Have the ability to work positively with the public in a variety of settings, especially in stressful situations.

Familiarity with local, state, and federal regulations and funding programs related to engineering and public works.

Handle citizen

complaints. Specific

Responsibilities:

Recommend and coordinate the selection or oversight of consultants and inspect work performed by contractors when necessary.

Evaluate and make recommendations on citizen complaints involving infrastructure and DPW services.

Assist the Village Manager in the preparation and presentation of Engineering and Public Works departmental operating and capital budgets.

Design plans and specifications on smaller Village projects.

Assist in the procurement, administration of local, state and federal grant funding programs.

Conduct performance evaluations of personnel in the Department of Public Works.

Assist in the administration and execution of grievance proceedings. Also represent Village positions in preparation and presentations for labor management.

Develop long range capital improvement plans and budgets. Assist in conducting a periodic pavement analysis survey to develop priorities for roadway and sidewalk improvement projects.

Insure Village remains in compliance with regulatory requirements and permits in the areas of stormwater, water, and sanitary sewers.

Conduct presentations to the Village Board and Committees as needed or as directed by the Village Manager.

Other Distinguishing Features of the Position:

Must possess a valid Wisconsin Drivers License.

This position is an “at will” position. The employee is free to resign at any time for any reason or the Village may terminate the employee at any time for due cause.

This is a salaried position. Compensation is set at a level which recognizes that time, in addition to regular working hours, shall be required to perform the duties of the position or respond to emergencies. No overtime shall be paid.

Revised 3/12/2013