



Village of Hobart
Village Office 2990 S. Pine Tree Rd, Hobart, WI
www.hobart-wi.org - www.buildinhobart.com

Notice is hereby given according to State Statutes that the PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE of the Village of Hobart will meet on Monday, January 15th 2024, at 5:00 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 12th day of January, 2024 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village's website.

MEETING NOTICE – PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE

Date/Time: Monday, January 15th 2024 (5:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
3. Public comments on non-agenda items.

ACTION ITEMS

4. DISCUSSION AND ACTION – Review and Discuss Job Description for proposed Foreman position within the Public Works Department.

Staff will present draft of proposed job description to create the position of “Foreman” within the Public Works department to aid the Public Works Director in the day-to-day operations.

6. UPDATE – Director and Activity Reports

The activity report agenda item allows Village Staff to inform the Committee and Public of any new or time-sensitive information. Activity Reports may be given verbally and/or in writing.

7. ADJOURNMENT

Aaron Kramer, Village Administrator

MEMBERS: Vanya Koepke (Village Board), Dave Dillenburg (Village Board), Dave Baranczyk, Dan Deruyter, Don Dahlstrom, Kevin Gannon, Ron Hieronimczak, James Kubalak

NOTE: Page numbers refer to the meeting packet. All agenda and minutes of Village meetings are online: www.hobart-wi.org. Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk-Treasurer at 920-869-1011 with as much advanced notice as possible. There may be a quorum of the Village Board of Trustees in attendance at this meeting, although no official Board action or discussion will take place.

Village of Hobart Public Works

PUBLIC WORKS FOREMAN

Job Description

This is a full-time, non-represented position within the Village of Hobart Public Works Department. This individual assists in overseeing the daily assignments of Public Works employees who are involved in a variety of skilled and semi-skilled work either in Street Repairs, Sewer or Water Division, Utility work, or Public Works duties which may involve buildings and park maintenance. The Public Works Foreman reports directly to the Public Works Director daily to review the progress of, or completion of assignments, to coordinate and confirm the daily job assignments, to review the status of purchase orders and to confirm that the required materials are on hand prior to commencing a job.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Organizes work tasks to be undertaken determining and coordinating crew members, necessary tools and equipment, and type and quantity of materials needed for the job; and work as necessary, with other personnel and/or contractors.
- Assists in maintenance of streets which includes maintaining, inspection, and repairing storm drains, catch basins, sub-drains, and related appurtenances and installing, removing, and replacing asphalt, concrete and/or road shouldering material, and installing traffic and parking control signs, guard rails, and road center line marking.
- Works as lead and assists in maintenance, inspection, repair, and installation of wastewater collection system facilities including piping, valves, minor lift station repairs, pumps, controls, portable and stationary generators, measuring devices, odor control equipment, specialized wastewater equipment, and related appurtenances to insure efficient and safe operation.
- Works as lead and assists in maintenance, operation, inspection, and repair of water distribution system facilities including piping, meters, hydrants, valves, pressure reducing stations, pumping stations, pumps, controls, measuring devices, water quality testing, cathodic protection systems, communications systems, and related appurtenances.
- Observes the performance and safety of Public Works staff. Informs the Public Works Director of job performance observations on an ongoing basis.
- Assists Public Works Director in maintaining records associated with areas of assignment including daily work orders.
- Works hands on with Public Works employees.
- Assists in training crew members in proper and safe operation of tools and equipment.
- Participates in snow removal operations.
- Performs other related duties as may be assigned by the Public Works Director.

QUALIFICATION REQUIREMENTS:

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.

- Obtain and Maintain State of Wisconsin DNR Municipal Waterworks Operator Certification, class Distribution Grade T, and oversee and perform the tasks necessary for the Municipality to maintain acceptable DNR criteria.
- Possession of a valid Class "A" CDL driver's license with combination endorsements and updates to meet requirements for renewal or to meet new state mandated requirements to perform the job.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
- Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Annual Lockout / Tagout Training.
- Personal Protective Equipment Training.
- Obtain WIS DOT WISLR Certification and perform road rating activities.

EDUCATION AND/OR EXPERIENCE:

- High school diploma with equivalent experience and education that could likely provide required knowledge, skills, and abilities.
- Two (2) years' experience in field inspection experience that allows for preparation of as-build drawings.
- Three (3) years' experience in construction and related fields.
- One (1) year in a related management position.

SKILLS AND ABILITIES:

- Demonstrates advanced skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Advanced skills needed in the area of electrical and plumbing construction work.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.

- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

RESIDENCY:

- Due to the need for emergency response residency within the Village is encouraged or less than a 30 minute normal drive response time.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- 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.
- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noise from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Public Works Director all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 100 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments.

WORK SCHEDULE:

- This position is located at Village of Hobart Public Works Department. Office hours are 6:00 AM to 2:30 PM and some evening and weekend work is required.