

**Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center, Community Room
200 Spring St, Cambridge
Thursday August 28, 5:30 p.m.**

1. Call To Order/Roll Call
2. Convene into Closed Session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Utility Superintendent Position
3. Reconvene into Open Session
4. Possible action taken on closed session items
5. Proof of Posting
6. Public Comment
7. Approval of Minutes
 - a. Approval of Personnel Committee Minutes: July 14, 2025
8. Any Other Business to be Brought Before the Committee
9. Adjournment

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lucy Peterson, Administrator/Treasurer/Deputy Clerk

Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center, Community Room
200 Spring St, Cambridge
Monday, July 14th, 5:30 p.m.
Minutes

1. Call To Order/Roll Call: Chair Kreklau called the meeting to order at 5:33 pm. Members present: Trustees Blackwell, Trendel, and Kreklau. Others present: Lucy Peterson, Administrator/Treasurer/Deputy Clerk.
2. Convene into Closed Session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of Village employees: Clerk/Deputy Treasurer Position
Trustee Kreklau made a motion to convene into closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of Village employees: Clerk/Deputy Treasurer Position, seconded by Trustee Blackwood. Motion carried on a 3-0 roll call vote.
3. Reconvene into Open Session
Trustee Blackwood made a motion to reconvene into Open Session, seconded by Trustee Kreklau. Motion carried on a 3-0 roll call vote.
4. Possible action taken on closed session items.
Trustee Blackwood made a motion to recommend to the Village Board the agreed upon candidate for the Clerk/Deputy Treasurer position, seconded by Trustee Kreklau. Motion carried on a 3-0 roll call vote.
5. Proof of Posting: The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank, and the Village Website
6. Public Comment: None
7. Approval of Minutes
 - a. Approval of Personnel Committee Minutes: July 10, 2025
Trustee Blackwood made a motion to approve the minutes as approved, seconded by Trustee Kreklau. Motion carried.
8. Any Other Business to be Brought Before the Committee: None
9. Adjournment: *Trustee Blackwood made a motion to adjourn the meeting, seconded by Trustee Trendel. Motion Carried. The meeting was adjourned at 6:22 p.m.*

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Lucy Peterson, Administrator/Treasurer/Deputy Clerk



Village of Cambridge, Wisconsin

Position Title: Utility Superintendent

Reports To: Director of Public Works

Status: Full-Time Non-exempt

Hourly Pay Range: \$28.85-33.65 per hour (DOQ)

Application Deadline: This position will be open until filled; applications reviewed on a weekly basis.

Position Summary

The Village of Cambridge seeks qualified candidates that have a strong work ethic, are self-motivated, detail oriented with good organizational skills to serve as Utility Superintendent. This position is responsible for managing, planning and coordinating the operations of the Cambridge water and sewer utilities, with primary emphasis on conformance with federal, state and local regulations. Work is performed under the general supervision of the Director of Public Works.

Key Responsibilities

- Works to efficiently and effectively manage and maintain day-to-day water, sewer and stormwater system operations
- Schedules and performs proper maintenance of water system components, sanitary and storm system collection components, and other components as needed
- Ensures compliance with all EPA, WDNR and PSC rules and regulations and works in conjunction with the Director to coordinate Village efforts to comply with federal and state requirements related to water, sewer and stormwater operations
- Oversees drinking water sampling, including bacteria, e-coli, Lead and Copper, UCMR and others as required
- Reads, installs, repairs and troubleshoots as needed for all meters and related systems, maintains and manages the meter software; supplies the Village Utility Clerk with data required for billing
- Maintains and manages the Village's SCADA system software
- Assists the Director & Treasurer in the preparation and administration of the annual Water, Sewer and Stormwater Budgets, continuously monitors revenues and expenditures to ensure conformance to the adopted budgets
- Works with the Director to establish safety standards to promote the safety, health and well-being of employees and residents, and performs regular reviews and makes all necessary corrections or modifications to the utility operations manual, emergency operations plan, practices and schedules
- Manages oversight and maintenance of water, sewer and stormwater utility records, files and documentation, including GIS data records
- Supports winter snow and ice removal operations

- Assists the Director in the preparation of short and long-term Capital Improvement Plans
 - Works with the Director to prepare bids on capital equipment and serves as purchasing manager for the utilities
 - Addresses and resolves resident utility complaints
 - Corresponds verbally and in writing with elected officials, residents, staff and other agencies
 - Reviews and takes action on applications for private construction within the public right-of-way to identify potential conflict with Village utility infrastructure
 - **Participates in 24/7 on-call rotation**
 - Other duties as assigned
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Qualifications

Skills & Knowledge

Minimum:

- Knowledge of the Lead and Copper Rule Improvements/Revisions
- Extensive knowledge of water system operations and maintenance
- Extensive knowledge of sanitary sewer collection system operations and maintenance
- Knowledge of occupational hazards and procedures to enforce safe work practices
- Ability to write routine reports and correspondence
- Ability to keep accurate records and prepare reports
- Ability to complete locate requests
- Ability to perform physical and manual work including lifting, pulling, climbing, standing, and walking
- Ability to work under various outdoor weather and working conditions
- Ability to establish relationships and communicate effectively and courteously with the general public, board members, administration, supervisors, other Village employees, construction contractors, and others
- Ability to take direction, facilitate communication, resolve problems, work individually and as a part of a team
- **Ability to serve as “on-call” for a week at a time (rotation)**

Preferred:

- Ability to interpret related scientific, technical, legal, and financial reports, blueprints, schematics, diagrams, sketches, descriptions, surveys and other documents
- Ability to independently analyze technical equipment and information and determine corrections and solutions
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to coordinate projects
- Familiarity with Village policies, DNR and DSPS rules and codes
- A working knowledge of GIS
- Ability to work with computer programs including Microsoft Excel, Word, Outlook and Teams
- Familiarity with engineering terminology

Education, Experience, Licenses & Certifications

Minimum:

- Graduation from high school or equivalent
- Possession of a valid Wisconsin Class A Driver's License
- Wisconsin Department of Natural Resources Municipal Waterworks Operator certification
- OIT Wisconsin Department of Natural Resources Certification in Groundwater and Distribution certifications
- At least two years' experience as a licensed waterworks operator

Preferred:

- Experience with snow and ice removal and response
- Experience operating heavy equipment such as front-end loaders, skid steers, etc.
- Zeolite softening and iron removal certifications

Work Schedule & Environment

- Standard hours: Monday-Thursday, 7:00AM to 4:00PM, Friday 7:00AM to 11:00AM
- Occasional evening hours required for board/committee meetings as necessary, comp time is allowed in these instances
- This position also requires the employee to work week-long rotating on-call shifts, which include the weekend and occasional holidays

While performing the duties of this job, the employee is regularly required to: stand and walk, occasionally sit, frequently is required to handle or feel objects, tools, or controls; reach with hands and arms, 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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee regularly works near moving mechanical parts, in outside-weather conditions, is frequently exposed to wet and/or humid conditions, is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is often loud.

How to Apply

Please submit a cover letter and resume

To: **Lucy Peterson**

Via email at: lpeterson@cambridgewi.gov

Subject Line: Water Superintendent Application

Or

via mail at:

Village of Cambridge

PO Box 99

Cambridge, WI 53523

Note: Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

The Village of Cambridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the Village and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.