

MINUTES

PERSONNEL

TUESDAY – MAY 26, 2026 – 3:45 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Attorney David Spangenberg and Alderman Keith Klimek.

Chair Schmidt called the meeting to order at 3:49 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda.

Motion carried 3/0.

Meeting Minutes:

Motion by Warren and seconded by O'Neill to approve the May 14, 2026 meeting minutes.

Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by O'Neill to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

a. Interview for the Police Chief position.

Motion carried 3/0.

CLOSED SESSION 3:50 p.m. – 4:59 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session.

Motion carried 3/0.

No action taken as a result of Closed Session.

Other Matters: None

Set future meeting(s): None

Motion by Schmidt and seconded by Warren to adjourn at 4:59 p.m.

Motion carried 3/0.

Katie Berman

Mayor

MINUTES

PERSONNEL

WEDNESDAY – MAY 27, 2026 – 3:45 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Attorney David Spangenberg and Alderman Keith Klimek.

Chair Schmidt called the meeting to order at 3:46 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda.

Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by Warren to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

a. Interview for the Police Chief position.

Motion carried 3/0.

CLOSED SESSION 3:47 p.m. – 6:12 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session.

Motion carried 3/0.

No action taken as a result of Closed Session.

Other Matters: None

Set future meeting(s): None

Motion by Schmidt and seconded by Warren to adjourn at 6:12 p.m.

Motion carried 3/0.

Katie Berman
Mayor

MINUTES

PERSONNEL

THURSDAY – MAY 28, 2026 – 5:15 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Attorney David Spangenberg and Alderman Keith Klimek.

Chair Schmidt called the meeting to order at 5:17 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda.

Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by O'Neill to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

a. Interview for the Police Chief position.

Motion carried 3/0.

CLOSED SESSION 5:18 p.m. – 6:28 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session.

Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve hiring the candidate selected in closed session for the Police Chief position with wages and benefits as also discussed in closed session.

Motion carried 3/0.

Other Matters: None

Set future meeting(s): Monday June 1, 2026 at 8 a.m.

Motion by Schmidt and seconded by O'Neill to adjourn at 6:30 p.m.

Motion carried 3/0.

Katie Berman
Mayor

MINUTES

PERSONNEL

MONDAY – JUNE 1, 2026 – 8:00 A.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Interim Police Chief Derek Koronkiewicz and Public Works Director Matt Decur.

Chair Schmidt called the meeting to order at 8:04 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda.

Motion carried 3/0.

Meeting Minutes:

Motion by Schmidt and seconded by O'Neill to approve the May 26, 27, & 28, 2026 meeting minutes.

Motion carried 3/0.

Police job description and advertising:

The proposed Police Lieutenant job description was reviewed.

Motion by Schmidt and seconded by Warren recommending Council approve the Police Lieutenant job description and posting to close on June 26, 2026 at 4:30 p.m.

Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by O'Neill to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- a. Consider candidate(s) for Firefighter/EMS position.
- b. Consider candidate(s) for Police part-time position.
- c. Discuss compensation negotiations and terms of employment related to the conditional offer made to the Police Chief candidate

Motion carried 3/0.

CLOSED SESSION 8:14 p.m. – 8:43 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session.

Motion carried 3/0.

Motion by Warren and seconded by Schmidt recommending Council approve hiring the candidate selected in closed session for the Firefighter/EMS position as discussed in closed session.

Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve hiring the candidate selected in closed session for the Police part-time position with wages as also discussed in closed session.

Motion carried 3/0.

Other Matters: None

Set future meeting(s): Monday June 29, 2026 at 12 p.m.

Motion by Warren and seconded by O'Neill to adjourn at 8:44 a.m.

Motion carried 3/0.

Katie Berman
Mayor

ADDENDUM

CITY OF PESHTIGO

Job Position Descriptions

Clerk-Treasurer

Position Title: City Clerk-Treasurer

Department: Administrative Office

FLSA: Salary/Exempt

Revised: 2026

Reports To: Mayor

Position Summary

The City Clerk–Treasurer serves as the City’s statutory clerk and financial administrator, responsible for elections administration, official records, Council support, licensing, financial management, payroll coordination, budgeting support, and related reporting. This position acts as custodian of official records and supports the Mayor, Common Council, committees, staff, residents, and outside agencies.

Essential Functions

Elections Administration

- Administer all election duties required by Wisconsin statute.
- Maintain election records and safeguard election-related property, supplies, and documentation.
- Coordinate election workers, polling place logistics, and compliance requirements.

Official Records, Notices, and Governance Support

- Publish legal notices as required (unless otherwise provided) and maintain proof of publication.
- File and preserve contracts, bonds, oaths of office, and other official documents not required to be filed elsewhere.
- Attend meetings, prepare agendas/materials as assigned, take minutes, and maintain records for the Common Council and designated boards/commissions.
- Maintain and publish City records including ordinances, resolutions, minutes, and official policies per records retention requirements.
- Administer oaths and affirmations as authorized.

Licensing and Permits (Clerk-Treasurer-issued)

- Issue licenses required by ordinance or statute, except where otherwise assigned.
- Maintain licensing records and renewal tracking.

Finance, Accounting, and Internal Controls

- Perform accounting, billing, collections, banking, investments, and financial reporting for City operations, including Utilities (as assigned).
- Audit, process, and obtain approval on claims and prepare payment documentation per City procedures.
- Prepare and maintain bank statements, reconciliations, financial reports, and supporting documentation.
- Maintain fiscal records and serve in a comptroller capacity as assigned by City policy.

- Develop, implement, and maintain internal controls and financial procedures.
- Support annual audit preparation and respond to auditor requests.

Tax Roll and Settlements

- Prepare the tax roll and tax notices as required.
- Collect taxes for the City and other taxing bodies as required by statute.
- Complete property tax settlements and distributions to appropriate entities.

Budgeting and Reporting

- Coordinate preparation and compilation of the annual City budget and supporting documentation.
- Prepare monthly financial reports and other required financial submissions to State/Federal agencies.
- File insurance claims on behalf of the City as directed.

Purchasing Support (as assigned)

- Obtain quotes and support procurement processes per City purchasing policy.
- Coordinate bid advertisements/receipts and summarize results as needed.
- Issue purchase orders or coordinate purchasing documentation as assigned.

Coordination and Communication

- Confer with the Mayor, Department Heads, and Council/committees on projects, priorities, and operational issues.
- Provide professional customer service to residents and stakeholders; route inquiries appropriately.

Supervisory Responsibilities

- May supervise clerical/finance/utility support staff as assigned.

Required Qualifications

- Knowledge of municipal clerking and public finance practices.
- Strong attention to detail, confidentiality, and records accuracy.
- Proficiency with office technology and municipal software; strong written communication skills.
- Ability to interpret and follow statutes, ordinances, policies, and record retention requirements.

Work Schedule / Conditions

- Primarily office-based; evening meeting attendance required; election periods require extended hours.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Chief Deputy Clerk-Treasurer

Position Title: Chief Deputy Clerk-Treasurer

Department: Administration / Clerk-Treasurer

Revised: 2026

FLSA: Non-Exempt / Hourly

Reports To: Clerk-Treasurer

Position Summary

Serves as the primary assistant to the Clerk-Treasurer and provides advanced clerical, financial, utility billing, and customer service support for City operations. Acts on behalf of the Clerk-Treasurer as

assigned and serves as the lead backup to ensure continuity of statutory clerk, finance, and utility functions, including support for elections administration, records management, and fiscal processes.

Essential Functions

- Provide day-to-day support for Clerk-Treasurer functions, prioritizing workflow, deadlines, and accuracy
- Serve as the primary backup for statutory clerk functions as assigned, including meeting support, records filing, notices, and licensing support.
- Support elections administration activities as assigned (training, polling place preparation, supplies, documentation, and recordkeeping).
- Perform advanced finance support including receipting, deposits, reconciliations support, invoice processing support, purchase order tracking, and financial record maintenance.
- Coordinate utility billing functions including account setup, billing cycles, collections support, customer inquiries, and payment arrangements consistent with City policy.
- Prepare routine reports, spreadsheets, summaries, and documentation for audits, budgets, and committee/Council packets as assigned.
- Maintain accurate and confidential records, including personnel/benefits documentation as assigned and authorized.
- Provide high-quality customer service in person, by phone, and by email; route issues to the appropriate department when needed.
- Train and support the Deputy Clerk-Treasurer and/or administrative support staff as delegated by the Clerk-Treasurer.
- Perform other duties as assigned.

Supervisory Responsibilities

May provide day-to-day work direction to Deputy Clerk-Treasurer and/or administrative staff as assigned. This position does not typically include formal hiring/firing authority unless delegated by policy.

Required Qualifications

- High school diploma or equivalent; additional training/degree in accounting, administration, or related field preferred.
- Municipal clerk/treasurer, utility billing, bookkeeping, or governmental accounting experience strongly preferred.
- Strong accuracy, confidentiality, customer service skills, and ability to manage multiple deadlines.
- Proficiency with Microsoft 365 and ability to learn municipal software systems.

Work Schedule / Conditions

Full-time hourly position; occasional evening hours for meetings/elections and schedule flexibility during peak workload periods.

Disclaimer

This description is not all-inclusive and does not constitute a contract. Duties may be modified or reassigned based on City needs.

Deputy Clerk-Treasurer

Position Title: Deputy Clerk-Treasurer

Department: Administration / Clerk-Treasurer

Revised: 2026

Position Summary

FLSA: Non-Exempt / Hourly

Reports To: Clerk-Treasurer

Provides clerical, customer service, records, and basic finance support to the Clerk-Treasurer's office. Assists with routine City Hall front counter functions, receipting, licensing support, and administrative duties. Serves as backup support for key office functions to ensure continuity of service.

Essential Functions

- Provide front counter and phone coverage; assist residents with general City information and route requests appropriately.
- Receive payments, issue receipts, balance drawers as assigned, and prepare documentation for deposits consistent with City procedures.
- Assist with licensing support (forms, renewals, basic processing) and maintain related records as assigned.
- Support utility billing functions such as payment posting, customer account updates, basic inquiries, and filing.
- Perform clerical tasks including scanning, copying, filing, mail processing, and records organization consistent with retention practices.
- Assist with meeting packet preparation, posting support, and routine correspondence as assigned.
- Support elections administration as assigned (mailings, supplies, documentation, and clerical support).
- Maintain confidentiality and professionalism when handling sensitive information and records.
- Perform other duties as assigned.

Supervisory Responsibilities

None.

Required Qualifications

- High school diploma or equivalent.
- Strong customer service skills, attention to detail, and ability to learn City procedures and software.
- Proficiency with basic computer systems and Microsoft 365; ability to handle cash and receipting accurately.

Work Schedule / Conditions

Hourly position; schedule set by the Clerk-Treasurer's office. Occasional overtime or schedule flexibility may be needed during elections, tax season, or utility billing cycles.

Disclaimer

This description is not all-inclusive and does not constitute a contract. Duties may be modified or reassigned based on City needs.

Director of Parks and Recreation

Position: Title: Director of Parks and Recreation

Department: Park and Recreation

FLSA: Salary/Exempt

Revised: 2026

Reports To: Mayor

Position Summary

Plans, organizes, directs, coordinates, and evaluates year-round parks, recreation, and related facilities operations. Oversees programming, seasonal staffing, community partnerships, budgeting, risk management, and customer service. This role may include oversight of campground operations and reservations.

Essential Functions

Programs & Community Recreation

- Develop, deliver, and evaluate recreation programs for all ages, including events, leagues, classes, and seasonal offerings.
- Build partnerships with schools, civic groups, youth organizations, and community stakeholders.
- Collect community input and incorporate needs into program planning.

Parks, Facilities, and Grounds Oversight

- Coordinate maintenance priorities for parks, playgrounds, shelters, and recreation facilities.
- Support safe, clean, accessible parks by implementing routine inspections and corrective actions.
- Coordinate with DPW and/or contractors for repairs, projects, and facility improvements.

Campground Operations (if assigned)

- Manage campground reservations, registrations, and reporting.
- Coordinate and supervise campground hosts/seasonal staff.
- Ensure cleanliness, safety, and compliance through inspections and documented checklists.
- Respond to camper inquiries, complaints, and emergencies in a timely and professional manner.
- Coordinate campground activities and customer service standards.

Staffing & Leadership

- Recruit, hire, train, schedule, coach, and evaluate part-time and seasonal staff.
- Provide performance feedback and administer discipline consistent with City policy and documentation standards.
- Promote teamwork, professionalism, and a customer-service culture.

Budget, Revenue, and Administration

- Prepare an annual department budget and manage expenditures within adopted appropriations.
- Track program revenues, reservations income, donations/sponsorships (if applicable), and expenses.
- Maintain accurate reports: attendance, registrations, reservations, revenue, maintenance needs, and incident reports.
- Support purchasing, quotes, and vendor coordination per City procurement policy.

Public Relations & Communications

- Promote programs and events using press releases, school announcements, flyers, social media, and City channels (as authorized).

- Handle public inquiries and complaints courteously and effectively, documenting and routing issues as appropriate.

Planning and Capital Improvements

- Develop long-range plans for parks, recreation programs, and facility improvements.
- Support design/planning of major projects including landscape and beautification initiatives.
- Advise elected officials and management on department needs, priorities, and risks.

Supervisory Responsibilities

- Supervises part-time, seasonal, and assigned support staff.

Required Qualifications

- Experience in parks/recreation programming, facility operations, or related public service leadership.
- Strong communication, organization, budgeting, and customer service skills.
- Ability to manage staff performance, schedules, and public-facing issues.

Work Schedule / Conditions

- Year-round role with seasonal peaks; evenings/weekends expected for events and facility needs.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

City of Peshtigo
Job Position Description



Park and Recreation

Position Title: Seasonal Park Assistant

Seasonal: (April – November- flexible dates)

Part-time/seasonal 20-25 a week (varies, including nights and weekends)

Starting Wage \$13.00

Reports to: Park and Recreation Director/Park Supervisor

Date: Edited 2026

Position Summary

The Summer Park Assistant supports the daily operation and upkeep of park facilities during the summer season. This role helps ensure the park is clean, safe, and welcoming for the public while assisting with maintenance, events, and general visitor needs.

Key Responsibilities

- Maintain park cleanliness including daily trash removal, restroom cleaning and grounds upkeep
- Assist with basic grounds keeping including mowing, weeding, watering, landscaping
- Set up and take down equipment for park programs, events, or rentals
- Perform basic maintenance and minor repairs on park amenities (benches, signs, fences, playground borders).
- Monitor park areas and report safety or maintenance issues
- Greet and assist park visitors as needed
- Follow safety procedures and park rules at all times
- Work cooperatively with park staff and supervisors

Qualifications

- Must be at least 16 years of age
- Must possess a valid driver's license
- Ability to work outdoors in varying weather conditions
- Ability to perform physical tasks such as lifting, walking, and standing
- Dependable, responsible, and able to follow instructions
- Positive attitude and willingness to learn
- Previous outdoor or maintenance experience a plus, but not required

Skills & Abilities

- Basic hand tool operation
- Good communication and teamwork skills
- Time management and attention to detail
- Customer service mindset

Working Conditions

- Outdoor work in heat, sun, and occasional rain
- Physical activity including lifting up to [weight, e.g., 40 lbs.]
- Flexible schedule including weekends and holidays

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo
Job Position Description



Park and Recreation

Position Title: Lawn and Grounds Caretaker

Seasonal: (April – November- flexible dates)

Part-time/seasonal 20-25 a week (varies, including nights and weekends)

Starting Wage \$13.00

Reports to: Park and Recreation Director/Park Supervisor

Date: Edited 2026

Position Summary

The seasonal Lawn and Grounds Maintenance Worker is responsible for maintaining the appearance, safety, and usability of public parks and green spaces. This position performs routine grounds keeping duties including mowing, trimming, landscaping, litter removal, and basic maintenance to ensure parks are clean, attractive, and safe for public use.

Key Responsibilities

- Mow lawns, trim grass, edge walkways, and maintain turf areas using hand and power equipment.
- Prune trees, shrubs, and hedges according to seasonal and safety standards.
- Plant, water, fertilize, and maintain flowers, trees, and landscaped areas.
- Remove litter, debris, and fallen branches from park grounds, trails, and facilities.
- Operate and maintain equipment such as lawn mowers, trimmers, blowers, chainsaws, and small tractors.
- Perform basic maintenance and minor repairs on park amenities (benches, signs, fences, playground borders).
- Assist with setup and takedown for park events and recreational activities.
- Apply fertilizers, herbicides, and pesticides in accordance with safety guidelines and regulations.
- Monitor park areas for hazards or damage and report issues to supervisors.
- Follow all safety procedures and use personal protective equipment (PPE) as required.

Qualifications

- Must be at least 16 years of age.
- Must possess a valid driver's license.
- High school diploma or equivalent preferred.
- Previous experience in lawn care, landscaping, grounds keeping, or maintenance is an asset.
- Basic knowledge of landscaping tools, equipment, and safe work practices.
- Ability to operate power equipment safely and efficiently.

Skills and Abilities

- Physical ability to perform manual labor in outdoor environments and varying weather conditions.
- Ability to lift, carry, and move materials up to 50 lbs.
- Attention to detail and pride in maintaining clean, well-kept grounds.
- Ability to work independently or as part of a team.
- Good communication skills and ability to follow instructions.

Working Conditions

- Outdoor work in various weather conditions (heat, cold, rain).
- Exposure to noise, dust, pollen, and landscaping chemicals.
- May require early mornings, weekends, or seasonal hours.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshigo
Job Position Description



Park and Recreation

Position Title: Seasonal Park Assistant
Seasonal: (April – November- flexible dates)
Part-time/seasonal 20-25 a week (varies, including nights and weekends)
Starting Wage \$13.00
Reports to: Park and Recreation Director/Park Supervisor
Date: Edited 2026

Position Summary

The Summer Park Assistant supports the daily operation and upkeep of park facilities during the summer season. This role helps ensure the park is clean, safe, and welcoming for the public while assisting with maintenance, events, and general visitor needs.

Key Responsibilities

- Maintain park cleanliness including daily trash removal, restroom cleaning and grounds upkeep
- Assist with basic grounds keeping including mowing, weeding, watering, landscaping
- Set up and take down equipment for park programs, events, or rentals
- Perform basic maintenance and minor repairs on park amenities (benches, signs, fences, playground borders).
- Monitor park areas and report safety or maintenance issues
- Greet and assist park visitors as needed
- Follow safety procedures and park rules at all times
- Work cooperatively with park staff and supervisors

Qualifications

- Must be at least 16 years of age
- Must possess a valid driver's license
- Ability to work outdoors in varying weather conditions
- Ability to perform physical tasks such as lifting, walking, and standing
- Dependable, responsible, and able to follow instructions
- Positive attitude and willingness to learn
- Previous outdoor or maintenance experience a plus, but not required

Skills & Abilities

- Basic hand tool operation
- Good communication and teamwork skills
- Time management and attention to detail
- Customer service mindset

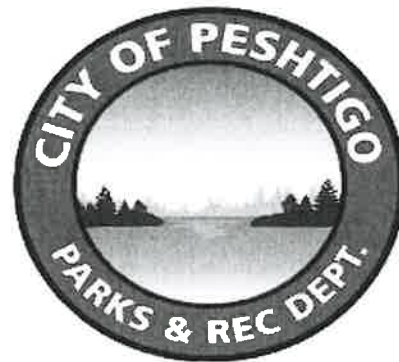
Working Conditions

- Outdoor work in heat, sun, and occasional rain
- Physical activity including lifting up to [weight, e.g., 40 lbs.]
- Flexible schedule including weekends and holidays

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo

Job Position Description



Park and Recreation

Position Title: Parks Beautification Worker

Seasonal: (April – November- flexible dates)

Part-time/seasonal 20-25 a week (varies, including nights and weekends)

Starting Wage \$13.00

Reports to: Park and Recreation Director/Park Supervisor

Date: Edited 2026

Position Summary

The Seasonal Parks Beautification Worker is responsible for enhancing and maintaining the visual appeal, cleanliness, and overall presentation of public parks and green spaces during peak seasons. This seasonal position focuses on landscaping, planting, seasonal displays, litter control, and minor maintenance to ensure parks are welcoming, attractive, and safe for the public parks and green spaces.

Key Responsibilities

- Perform landscaping and beautification tasks including planting flowers, shrubs, and trees.
- Maintain flower beds, planters, and landscaped areas through weeding, mulching, watering, and edging.
- Assist with seasonal decorations, displays, and special beautification projects.
- Remove litter, debris, and graffiti from park grounds, trails, and facilities.
- Mow lawns, trim grass, and maintain turf areas as needed.
- Prune shrubs and small trees to promote healthy growth and appearance.
- Apply fertilizers, soil amendments, and other treatments according to guidelines.
- Assist with installation and maintenance of benches, signage, and decorative features.
- Operate hand and power tools such as mowers, trimmers, blowers, and hand tools safely.
- Monitor park areas for maintenance needs or safety concerns and report issues to supervisors.
- Follow all safety procedures and use personal protective equipment (PPE).

Qualifications

- Must be at least 16 years of age.
- Must possess a valid driver's license.
- No prior experience required; training will be provided.
- Previous experience in landscaping, horticulture, grounds keeping, or outdoor work is an asset.
- Basic knowledge of plants, landscaping practices, and tools.

Skills and Abilities

- Ability to perform physical labor outdoors in various weather conditions.
- Ability to lift and carry up to 50 lbs.
- Attention to detail and pride in maintaining attractive public spaces.
- Ability to work independently or as part of a team.
- Good communication and time-management skills.

Working Conditions

- Outdoor work in heat, cold, rain, and varying weather conditions.
- Exposure to pollen, dust, insects, and landscaping materials.
- May require early mornings, evenings, weekends, or seasonal schedules.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshigo Job Position Description

Park and Recreation

Position Title: Campground Caretaker/Host

Seasonal: (April – November- flexible dates)

Part-time/seasonal 10-15 a week (varies, including nights and weekends)

Starting Wage \$13.00

Reports to: Park and Recreation Director/Park Supervisor

Date: Edited 2026

Position Summary

The Campground Caretaker is responsible for the daily upkeep, cleanliness, safety, and overall operation of campground facilities. This role ensures campers have a positive experience by maintaining campsites, restrooms, common areas, and grounds while enforcing campground rules and providing basic visitor assistance.

Key Responsibilities

- Maintain cleanliness of campsites, restrooms, showers, picnic areas, and common facilities daily.
- Perform routine grounds keeping duties including mowing, trimming, raking, leaf removal, and trail upkeep.
- Empty trash and recycling receptacles and properly dispose of waste.
- Inspect campsites and facilities for safety hazards, damage, or maintenance needs and report issues promptly.
- Perform minor maintenance and repairs (e.g., replacing fixtures, fixing signs, repainting fire rings or picnic tables).
- Greet campers, provide information about campground rules, amenities, and local attractions.
- Monitor campground activity to ensure compliance with rules, quiet hours, and safety regulations.
- Assist with campsite reservations, check-ins, or fee collection if required.
- Prepare campsites for new arrivals and close sites as needed.
- Respond appropriately to visitor concerns, complaints, or minor emergencies and notify supervisors when necessary.
- Operate and maintain basic tools and equipment safely.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in maintenance, grounds keeping, custodial work, or customer service is an asset.
- Basic knowledge of tools, equipment, and safe work practices.
- Valid driver's license may be required.
- Ability to pass a background check if required.

Skills and Abilities

- Strong customer service and communication skills.
- Ability to work independently with minimal supervision.
- Physical ability to perform manual labor, including lifting up to 50 lbs.
- Ability to work outdoors in varying weather conditions.
- Problem-solving skills and attention to detail.

Working Conditions

- Primarily outdoor work with some indoor facility maintenance.
- Exposure to weather, insects, cleaning chemicals, and noise.
- May require evenings, weekends, holidays, and on-call availability.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.



City of Peshtigo

Job Position Description



Park and Recreation

Position Title: Campground Caretaker/Host

Seasonal: (April – November- flexible dates)

Part-time/seasonal 10-15 a week (varies, including nights and weekends)

Starting Wage \$13.00

Reports to: Park and Recreation Director/Park Supervisor

Date: Edited 2026

Position Summary

The Campground Caretaker is responsible for the daily upkeep, cleanliness, safety, and overall operation of campground facilities. This role ensures campers have a positive experience by maintaining campsites, restrooms, common areas, and grounds while enforcing campground rules and providing basic visitor assistance.

Key Responsibilities

- Maintain cleanliness of campsites, restrooms, showers, picnic areas, and common facilities daily.
- Perform routine grounds keeping duties including mowing, trimming, raking, leaf removal, and trail upkeep.
- Empty trash and recycling receptacles and properly dispose of waste.
- Inspect campsites and facilities for safety hazards, damage, or maintenance needs and report issues promptly.
- Perform minor maintenance and repairs (e.g., replacing fixtures, fixing signs, repairing fire rings or picnic tables).
- Greet campers, provide information about campground rules, amenities, and local attractions.
- Monitor campground activity to ensure compliance with rules, quiet hours, and safety regulations.
- Assist with campsite reservations, check-ins, or fee collection if required.
- Prepare campsites for new arrivals and close sites as needed.
- Respond appropriately to visitor concerns, complaints, or minor emergencies and notify supervisors when necessary.
- Operate and maintain basic tools and equipment safely.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in maintenance, grounds keeping, custodial work, or customer service is an asset.
- Basic knowledge of tools, equipment, and safe work practices.
- Valid driver's license may be required.
- Ability to pass a background check if required.

Skills and Abilities

- Strong customer service and communication skills.
- Ability to work independently with minimal supervision.
- Physical ability to perform manual labor, including lifting up to 50 lbs.
- Ability to work outdoors in varying weather conditions.
- Problem-solving skills and attention to detail.

Working Conditions

- Primarily outdoor work with some indoor facility maintenance.
- Exposure to weather, insects, wildlife, cleaning chemicals, and noise.
- May require evenings, weekends, holidays, and on-call availability.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

Peshtigo Parks Grass Cutting Schedule

The City's combined recreation and open space areas total over 114 acres. All areas are outdoor recreation areas. Indoor facilities are available at the Henry Drees Community Center building which was completed in January 1998.

Badger Park

Badger Park occupies 60 acres in the northern portion of the City. Approximately 3,000 feet of the park fronts on the Peshtigo River. A 42 site campground is located in the southwest portion of Badger Park. The park can be divided into four areas, the trail system, wooded area, disc golf and the northern picnicking playground, Badger Campground, and the Badger Swimming/Volleyball area.

- **1) Badger Park/Large Pavilion**
- **2) Badger Park/Beach/Small Pavilion/Skate Ramp**
- **3) Badger Park Pump Station 1 and Aubin Street**

Pavilions and Shelters

The City of Peshtigo maintains two pavilions at Badger Park: The large pavilion is located in Badger Park and the small pavilion is located on the river by the beach. The Band shell is located in the park as well. All shelters are available for rent. Tracy at City Hall schedules reservations for these as well and they are posted in the information booths in the park.

4) Riverfront Park

This parcel of land is located on the west side of the river extending from French Street to North Emery Avenue. Currently the area incorporates a boat launching facility. This area received a major facelift in 2012-13 with a total renovation. The landscaping of the area now includes a 1/4 mile concrete interior walkway which flows along the riverbank and through the park. 20 lighted bollards provide lighted assistance to the designated paths. Flowering trees and shrubs accent the area. A covered gazebo is a centerpiece for those wishing to use the area.

5) Northeast Front St.

This parcel runs along the river from the boat launch to Emery Ave.

6) Harper Park (One Acre)

Harper Park is located at the corner of Thompson Street and Ellis Avenue in the west central portion of the City. This park includes:

- (1) Swing Set, Merry Go Round, Game Time Tot Lot Play apparatus,(2) Permanent Park Benches,(1) Park Bench/Planter Combination

7) Triangle Park (.2 Acre)

Triangle Park is located adjacent to Hwy 41 on the east side of the main bridge. No recreational facilities are available at the park. A concrete monument, flower area, and landscaping make it an attractive addition to the park system. Underground electrical service allows for Christmas displays to be erected by service clubs and businesses. Ten (10) locations are installed with timers.

Pine View Park (23.2 Acres)

- **8) PYB Field (Field 1) includes:** large concession stand/restroom/storage facility (2012), covered seating area with picnic tables, relocation of outfield fencing (2009), announcers tower with speaker system (2011), new LED scoreboard (2011), three bleacher sections.
- **9) Multi Use Middle Field (Field 2) includes:** storage building with concession stand availability, announcers tower with speaker system (2011), new LED scoreboard (PYB donation 2012), and lighted diamond (1997), three bleacher sections.
- **10) North Baseball Diamond (Field 3) includes:** batting cage/and netting, lighted field and fencing completed in 1988, small concession stand, new LED scoreboard (BPM donation 2011), announcer tower with speaker system (2011), restroom facility, underground irrigation system (installed 1997), five bleacher sections.

Little League Field (2.6 acres)

- **11) GSA youth (Field 4)** The Little League Baseball Field is in the eastern portion of the city. A Little League size ball diamond, rest rooms, concession stand, storage area, and one (1) section of bleachers are located on site. The Park and Recreation Department personnel does all field maintenance during the summer season. The field has had recent improvements which include a new backstop, fencing, electrical scoreboard, batting cage and announcer/scorer area above one dugout.

12) Florist Park (0.8 Acre)
Florist Park on Pine Street is in the east central part of the City. Facilities include off street parking for twelve (12) cars (alley access), merry go round, and baby swing. A 1991 donation by the Marinette Jaycees includes a Lexan circular slide, a modular system with deck, cargo net, arch climber, and a horizontal ladder. In 1997 ADA accessibility was accomplished by blacktopping from parking lot to equipment.

13) Rainbow Park (1 Acre)
Rainbow Park is located on Poplar Drive in the southeastern part of the City. Facilities include a volleyball court, swing set, slide, climbing bars, teeter totter, merry go round and two (2) spring riding toys. New slide installed in 1997.

14) Lower Boat Launch
This boat launch is located on North West Front Street. The launch provides boat access to the Peshigo River. The ramp is on the west side of the river. There is a municipal parking lot directly across the street from the boat ramp.

15) Drees Community Center
The Community Center is located at 600 Pine St. and is available to rent by individuals well as groups and organizations. Tracy at all Schedules these and will keep Park staff abreast of rentals and when they will be there.

16) Peshigo Museum and Fire Cemetery
The Peshigo Fire Museum preserves the heritage of the Peshigo Fire, which destroyed the city of Peshigo, Wisconsin and surrounding area on October 8, 1871, killing over 2,000 people. The memorial at the cemetery was the first official state historical marker authorized by the State Historical Society of Wisconsin.

17) Peshigo City Hall and Police Department
Peshigo City hall is located at 331 French St. and serves as both administration building as well as police station and library.

18) Chamber of Commerce Information Booth
Located at the North end of Peshigo. The structure houses the Chamber of Commerce information.

19) Bundy Park (0.2 Acre)
Bundy Park is at the corner of Oconto Avenue and Wood Street in the northwestern part of the City. Facilities include an open green area, merry go round, one (1) spring riding toy and an infant swing. This park is privately owned and leased to the City for public recreational use.

20) Berth Park (0.6 Acre)
Berth Park, located at MLCG Street and Brown Avenue in the west central part of the City, contains a swing set an infant swing, and a slide (1998). A volleyball court was also constructed. This park is privately owned

21) Peshigo Fire Station 2
Fire Station 2 – 800 Pine St.

22) Pump station #2 by Fire station #2

23) Lift Station by Acer

24) East Front Street: Along East Front St. is a strip of property that goes along East Front St to the City garage.

25) Frontage Road Ditch

26) Pump station #3 off of Wood Ave in Alley

27) Water Tower Park

28) Park Manor

29) Lion's Park

30) New Unnamed Park

31) Campground

Campground and Park Staff Daily Duties 2026

MONDAY:

Garbage: (ask Matt to schedule the park/campground for after 10 a.m. if possible.)

- Garbage emptied and prepared for pick up from both pavilions, all three bathrooms, all campground and playground.
- Pull bags from all blue garbage bins throughout city. Bring extra empty blue garbage bins in *case the bag didn't work* and exchange with an empty bin. Bring all garbage back to garage to dump in big black garbage bins.
- All city garbage cans! At all parks, along French St. and at ALL parks. Including Riverview Park!
- ALL BLACK GARBAGE BINS to be pulled out and prepped for pick up!
- Make sure garbage cans at all four ball fields are pulled to road for pick up.
- The Pond garbage pick-up
- Every other Monday a.m., all full blue bins to be pulled to road across from football field.
- Boat Launch upper and lower garbage
- Lion's pond
- Fish Viewing Platform

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.

Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Dog Poop Stations: (2) Campground (1) by large pavilion (1) by beach (1) by boat Launch (1) Harper Park

- Empty dirty bags and put clean bag in. Check to make sure there are bags for the customers!

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Pavilions:

- Clean both pavilions of garbage, dirt, and debris of any sort. Sweep out.
- Every other Monday, power wash floor and tables.

Campground:

- Clean out fire pits
- Clean up sites if no campers in them
- Make sure pits and tables are set up for next customer

TUESDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.
- Along the River to Riverview Park

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

- Campground and Park Flower weeding and watering:**
- All flowers and foliage needing weeding and watering

River View Park:

- Weed all flower beds
- Rake all wood chips
- Water all plants

Playground:

- Check and tighten all screws and nuts

WEDNESDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

(A) Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Music in the Park: (Every Other Wednesday)

- Make sure pavilion is in order and cleaned
- Move the Women's club trailer to the large Pavilion

Bingo: (Set up pavilion every other Wednesday)

THURSDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground

- Playground

- Beach/Volleyball and Skate Park area.

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Campground and Park Flower weeding and watering:

- All flowers and foliage needing weeding and watering

Registration Booth/Store 3 – 7 p.m.

- Welcome new campers
- Hand out rules & regulations and get signatures.
- Make sure any upcoming events are posted
- Check sites electrical and report any that aren't working properly

FRIDAY:

Bathrooms/showers in Badger Park:

- All bathrooms/showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and Soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.
- Boat Launch upper and lower
- Lion's pond
- Fish Viewing Platform
- ALL CITY PARKS

Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Check all City garbage's:

- Replace bags if needed

Dog Poop Stations: (2) Campground (1) by large pavilion (1) by beach (1) by boat Launch (1) Harper Park

- Empty dirty bags and put clean bag in. Check to make sure there are bags for the customers!

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Campground:

- Clean out fire pits
- Check campground for garbage
- Clean up sites if no campers in them
- Make sure pits and tables are set up for next customer

Rotor till:

- Rotor till the horseshoe pit every other or third Friday

Registration Booth/Store 3 – 7 p.m.

- Welcome new campers
- Hand out rules & regulations and get signatures.
- Make sure any upcoming events are posted
- Check sites electrical and report any that aren't working properly

EVERYDAY CLEAN and BLOWOFF ALL EQUIPMENT used during the week and put back where they belong

Every Monday and Friday:

- Fill gas cans and fill up all vehicles
- Schedule the cutting week (Cutters and Weed Eaters)
- String and gas up all weed eaters
- Review any fixing or major issues to be dealt with this week.
- Check over equipment before use for any oil, gas, string or fixing.
- Garage area cleaned up so campers don't have to see the disarray

Rules and Expectations for Park Staff

Professional Conduct

Wherever your duties take you, **every community member you encounter is your boss**. Always treat the public with courtesy, professionalism, and respect—even if the same is not offered in return.

- If a community member raises a concern and you are unsure how to address it, respond politely: > “I’m sorry, I can’t help with that directly, but I will let Lori know and she will get back to you.”
- When appropriate, ask for the person’s name and phone number.
- If they choose not to provide contact information, or if the issue does not require follow-up, let them know: > “I will let Lori know and we will take care of it.”
- Thank them for bringing the issue to your attention and remind them they are always welcome to call with concerns.

Remember: **community members fund our work and expect professionalism**. Our goal is to give them every reason to share positive feedback.

Phone Use

While phones are an important communication tool, staff should limit personal use during work hours.

- Phones may be kept accessible for work-related communication.
- Checking phones periodically is acceptable when staff are working in different locations.
- Excessive or inappropriate phone use during work hours is not permitted.

Dress Code & Safety Gear

Staff are expected to dress appropriately for outdoor work and safety.

- Shorts must be an appropriate length.
- No tank tops at this time (subject to future review).
- **Shoes must be worn at all times**—no bare feet unless entering the water is required for work.
- Tennis shoes are acceptable; however, work boots or long pants are recommended when mowing or weed eating.
- Sweatpants are acceptable and help protect legs from debris.
- **Eye protection is required** when operating equipment.
- Gloves are recommended for weeding and general grounds work to prevent blisters and dirt exposure.

Scheduling & Attendance

- Work schedules are designed to provide variety in duties and allow time off for sports, vacations, and personal needs when possible.
- Work hours are based on operational needs and budget constraints.
- If you need to call in, notify your supervisor **as soon as possible**.
- Occasional emergencies are understood; however, frequent call-ins create hardship for coworkers and should be avoided.
- Switching shifts is allowed **only with approval from the Park and Recreation Director**.

Final Notes

- Staff are expected to work as a team and support one another.
- Additional duties, expectations, or information may be added as needed throughout the season.

Our mission is simple: keep Peshigo clean, safe, and looking its best—so the community notices the care we put into our parks.

Peshigo Parks & Recreation Projects

Project Activity Dates: January 10, 2026 – December 3, 2026

Facility & Infrastructure Improvements

- Install new or replacement bricks for fire pits.
- Pre-season inspection of all electrical systems.
 - Contractor: Marquardt Electrical Services | 920-599-0959
- Clean and power wash park cabins (Electric breaker #32).
- Power wash the Drees Community Center.
- Install locks at shower facilities.
- Install plexiglass in bathrooms under hand dryers.
- Install blowers in shower areas.
- Cap and tee water line by playground bathrooms to supply water to garage.
- Install new mattresses and spacers for bunk beds.
- Clean and organize bathroom storage areas near the beach.
- Clean garages and remove unused or excess materials.

Grounds, Trails & Environmental Projects

- Groom and resurface hiking trails throughout Badger Park
- Groom and resurface hiking trails along East River
- Install and maintain buoys.
- Install docks.
- Install goose deterrent devices.
- Ongoing pond upkeep, including garbage removal and grass cutting.

Park Enhancements & Signage

- Compile list of painters and schedule pavilion flower painting.
- Paint crosswalk near beach area (pending approval).
- Install golf course signage.
- Install stop signs at park entrance drive.
- Design and install welcome sign at campground registration.
- Identify and designate a shelter for park and campground use.

Athletic Field Improvements

- Baseball fields: eliminate weeds, complete bleach project, and paint dugouts.
- Verify and repair baseball field irrigation and watering systems as needed.
- Obtain tarps for Gator utility vehicles.

Maintenance & Repairs

- Inspect and repair girls' restroom toilet (middle unit – possible flush valve replacement).
- Inspect and repair men's and women's shower #1 (water not running).
- Fix slide at Florist Park.

Operations & Supplies

- Obtain and maintain change for park store and registration.
- *This project list serves as a working document and may be updated as priorities, funding, or conditions change.*

Community Budget & Program Categories

1. Community Beautification & Decorating

- Decorating the community for holidays
 - Flower pots
 - Banners
 - Firefly setup for New Year
 - Scarecrow contest
- Budget items:** decorations, plants, hardware, storage, replacement

2. Youth, Family & Holiday Events

- Easter Egg Hunt
 - Scavenger Hunt (Campground)
 - Christmas in July
 - Trunk or Treat
 - Santa Calling
 - Ugly Sweater Contest
 - Carving with a Cop
 - Movies in the Park
 - National Night Out
- Budget items:** prizes, candy, supplies, costumes, advertising, permits

3. Sports & Recreation Programs

- Pee Wee Baseball
 - Men's Softball
 - Rennes Softball Event
 - Open Basketball
 - Rockin' the River
- Budget items:** equipment, field prep, officials, lighting, insurance

4. Fitness & Wellness Activities

- Exercise Classes
 - Tai Chi
 - Drumming for Exercise
- Budget items:** instructor fees, space use, equipment

5. Water, Outdoor & Specialty Recreation

- Nighttime Kayak/Canoe (Glow-in-the-Dark)
 - Community Kayak Floats
 - Boat Launch Stickers
 - Walleye Fishing Toilets
 - Early Spring Camping Toilets
- Budget items:** safety equipment, signage, portable toilets, permits

6. Community Events & Partnerships

- Car Show
 - Touch-a-Truck (Lutheran Church partnership)
 - Historical Days
 - Pelic Spring Picnics
 - Appreciation Weekend
- Budget items:** coordination costs, signage, insurance, shared expenses

7. Entertainment & Social Programming

- Monthly BINGOS

- BINGO (Opposite Music)
- Movies (indoor/community)

Budget items: prizes, licensing, equipment, refreshments

8. Facilities & Operations

- Pavilion Rentals
- Chamber Meetings

Budget items: maintenance, cleaning, utilities, supplies

9. Marketing, Communication & Outreach

- Creating flyers
- Creating tri-fold brochures
- Thank-you notes to all donors

Budget items: printing, design, postage, paper supplies

10. Fundraising & Sponsorships

- Fundraising for events
- Soliciting donations for events

Budget items: promotional materials, donor recognition, administrative costs

Department of Public Works

Wastewater Treatment Plant Operator / Laborer Progression

Positions: WWTP Operator Level 1
WWTP Operator Level 2
WWTP Operator Level 3
Lead WWTP Operator

Department: Department of Public Works **FLSA:** Non-Exempt / Hourly

Revised: 2026

General Statement:

Employees can qualify for appointment to a WWTP Operator position based on the following progression, Certifications obtained, and requirements of the corresponding job description. Typical progression is from Public Works Operator/Laborer to WWTP Operator Level 1, then to Level 2, and so on. New employees may be hired into the progression if they meet Certification and Job Description requirements at the time of hire.

The City will employ one Lead WWTP Operator at all times and anticipates employing two WWTP Operators at Level 1, 2, or 3, depending on Department staffing and operational needs.

Certification Progression (Training Steps)

Level 1 – Operator in Training (OIT)

- Obtain and maintain WDNR wastewater operator certification at OIT level or higher.
- Pass the WDNR Wastewater General Exam and at least one subclass exam within City-established timelines.

Level 2 – Operator

- Obtain and maintain WDNR certification and pass required subclass exams necessary for the City's WWTP classification, including:
A1 (Suspended Growth), B (Solids Separation), C (Biosolids/Sludge), D (Disinfection), L (Laboratory), P (Total Phosphorus), within four years (or City-established timeline).

Level 3 – Advanced Operator

- Obtain and maintain WDNR Advanced certification consistent with the WDNR point system and experience requirements.

Lead WWTP Operator

- Obtain and maintain WDNR Advanced certification consistent with the WDNR point system and experience requirements.
- Serve as Operator in Charge on DNR permits

Required Qualifications

- Ability to obtain and maintain WDNR operator certification (OIT and higher).
- Ability to perform physical work outdoors in all weather and respond to urgent operational needs.
- Mechanical aptitude and strong attention to detail in documentation.

- Valid driver's license and CDL
- Any additional Qualifications listed in corresponding Job Description.

Work Schedule / Conditions

Rotating shifts/on call may apply; emergency response expected for alarms, equipment failures, and compliance needs.

Disclaimer

This description is not exhaustive and may be modified. It does not constitute a contract.

Department of Public Works

Wastewater Treatment Plant Operator / Laborer Wage Schedule

Positions: WWTP Operator Level 1
WWTP Operator Level 2
WWTP Operator Level 3
Lead WWTP Operator

Department: Department of Public Works **FLSA:** Non-Exempt / Hourly
Revised: 2026

General Statement:

Employees qualify for compensation for sewer utility work based on certifications obtained and progression through Operator Levels as described in the Employee Handbook.

Employees will establish WWTP Operator Level wage as detailed below the day they meet all certification and job description requirements included in the Employee Handbook. Each employee's Operator Level wage will be increased annually in accordance with the negotiated Union Contract.

WWTP Operator Wage Schedule

Level 1 – Operator in Training (OIT)

- \$1.00 above current Public Works Laborer/Operator Base wage

Level 2 – Operator

- \$1.00 above employee's current Level 1 Operator wage
- New Employees: \$2.00 above current Public Works Laborer/Operator Base wage

Level 3 – Advanced Operator

- \$1.00 above employee's current Level 2 Operator wage
- New Employees: \$3.00 above current Public Works Laborer/Operator Base wage

Lead WWTP Operator

- \$0.50 above employee's current Level 3 Operator wage
- New Employees: \$3.50 above current Public Works Laborer/Operator Base wage

City of Peshtigo Job Description

Position Title: Wastewater Operator/Laborer/Truck Driver/Equipment Operator (Wastewater Treatment Plant Operator – Level 1)(Operator in Training(OIT))

Department: Public Works

Immediate Supervisor: Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community.

As such, the Wastewater Operator – Level 1 performs a variety of tasks in the maintaining and operating of the City's wastewater treatment plant. An employee in this position performs a variety of tasks in the maintenance, construction, repair and operation of wastewater treatment plant, buildings and equipment. The Wastewater Operator – Level 1 will also perform tasks in the maintenance, construction, repair installation of streets, water mains, sewer mains, service connections, and other general Public Works tasks, including snow removal and street maintenance operations, as a Public Works Laborer/Truck Driver/Equipment Operator. The City anticipates that approximately 60% of available operator hours will be scheduled at the WWTP, depending on operational and seasonal needs.

Assignments include water quality testing/monitoring and/or equipment maintenance and repair duties, assisting the Lead Operator with completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position assists the Lead Operator in working closely with the public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department and the permit requirements for the Sewer Utility. Must be a team player and maintain cooperative relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Peshtigo during the course of performing the duties of the position.
- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgement calls in absence of supervisor.
- 3) Tasks may include, but are not limited to, assisting the Lead Operator in: maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant; maintain logs and records of test results and readings, completing various control tests, completing required state and federal reports, and maintaining a high standard of operations and service.
- 4) Ability to:
 - Communicate effectively with customers, the public and superiors.
 - Work courteously and tactfully with customers, the public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public and prevent property damage.
 - Perform job tasks independently, at an acceptable level and with minimal supervision and oversight within one year of hire.
- 5) Ensures compliance with work rules of department, safety program, and state and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Required to take "On-Call" assignments as determined by supervisor.
- 8) Conduct inventories of supplies and equipment.
- 9) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- a) High School graduate or equivalent.
- b) Experience and a good working knowledge of standard practice in operation of public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc., is desired.
- c) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- d) Must have, or be able to acquire, and maintain as a condition of employment, a Commercial Driver's License (CDL) and be able to operate Public Works Equipment including sewer cleaners, trucks, etc.
- e) Knowledge of safety program policies, and practices required for Public Works operations.
- f) Must have, or be able to acquire, and maintain as a condition of employment, a Wisconsin Wastewater Certificate and hold Certification in at least one of the following subclasses: Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory
- g) Must have, and maintain as a condition of employment, a safe driving record.
- h) Must have, and maintain as a condition of employment, access to dependable transportation.
- i) Must be able to have math skills to complete various biologic and chemicals tests, record results, observe trends, and take corrective steps based on results.
- j) Be computer literate, be able to view and send email, maintain regular correspondence and to send and submit required regular /special reports to WDNR and other regulatory agencies, and prepare incident reports document equipment failure/malfunction, or plant overflows.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodation may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Lead Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant smells, surroundings,

talk, hear, navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, lift stations, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens, pathogens, feces, and unpleasant conditions.

City of Peshtigo Job Description

Position Title: Wastewater Operator/Laborer/Truck Driver/Equipment Operator (Wastewater Treatment Plant Operator – Level 2)

Department: Public Works

Immediate Supervisor: Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community.

As such, the Wastewater Operator – Level 2 performs a variety of tasks in the maintaining and operating of the City's wastewater treatment plant. An employee in this position performs a variety of tasks in the maintenance, construction, repair and operation of wastewater treatment plant, buildings and equipment. The Wastewater Operator – Level 2 will also perform tasks in the maintenance, construction, repair installation of streets, water mains, sewer mains, service connections, and other general Public Works tasks, including snow removal and street maintenance operations, as a Public Works Laborer/Truck Driver/Equipment Operator. The City anticipates that approximately 60% of available operator hours will be scheduled at the WWTP, depending on operational and seasonal needs.

Assignments include water quality testing/monitoring and/or equipment maintenance and repair duties, assisting the Lead Operator with completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position assists the Lead Operator in working closely with the public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department and the permit requirements for the Sewer Utility. Must be a team player and maintain cooperative relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Peshtigo during the course of performing the duties of the position.
- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgement calls in absence of supervisor.
- 3) Tasks may include, but are not limited to, assisting the Lead Operator in: maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant; maintain logs and records of test results and readings, completing various control tests, completing required state and federal reports, and maintaining a high standard of operations and service.
- 4) Ability to:
 - Communicate effectively with customers, the public and superiors.
 - Work courteously and tactfully with customers, the public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public and prevent property damage.
 - Perform job tasks independently, at an acceptable level and with minimal supervision and oversight within one year of hire.
- 5) Ensures compliance with work rules of department, safety program, and state and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Required to take "On-Call" assignments as determined by supervisor.
- 8) Conduct inventories of supplies and equipment.
- 9) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- a) High School graduate or equivalent.
- b) Experience and a good working knowledge of standard practice in operation of public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc., is desired.
- c) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- d) Must have, or be able to acquire, and maintain as a condition of employment, a Commercial Driver's License (CDL) and be able to operate Public Works Equipment including sewer cleaners, trucks, etc.
- e) Knowledge of safety program policies, and practices required for Public Works operations.
- f) Must have, or be able to acquire, and maintain as a condition of employment, a Wisconsin Wastewater Certificate and hold Certification in Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory subclasses
- g) Must have, and maintain as a condition of employment, a safe driving record.
- h) Must have, and maintain as a condition of employment, access to dependable transportation.
- i) Must be able to have math skills to complete various biologic and chemicals tests, record results, observe trends, and take corrective steps based on results.
- j) Be computer literate, be able to view and send email, maintain regular correspondence and to send and submit required regular /special reports to WDNR and other regulatory agencies, and prepare incident reports document equipment failure/malfunction, or plant overflows.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodation may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Lead Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant smells, surroundings,

talk, hear, navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, lift stations, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens, pathogens, feces, and unpleasant conditions.

City of Peshtigo Job Description

Position Title: Advanced Wastewater Operator/Laborer/Truck Driver/Equipment Operator
(Wastewater Treatment Plant Operator – Level 3)

Department: Public Works

Immediate Supervisor: Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community.

As such, the Wastewater Operator – Level 3 performs a variety of tasks in the maintaining and operating of the City's wastewater treatment plant. An employee in this position performs a variety of tasks in the maintenance, construction, repair and operation of wastewater treatment plant, buildings and equipment. The Wastewater Operator – Level 3 will also perform tasks in the maintenance, construction, repair installation of streets, water mains, sewer mains, service connections, and other general Public Works tasks, including snow removal and street maintenance operations, as a Public Works Laborer/Truck Driver/Equipment Operator. The City anticipates that approximately 60% of available operator hours will be scheduled at the WWTP, depending on operational and seasonal needs.

Assignments include water quality testing/monitoring and/or equipment maintenance and repair duties, assisting the Lead Operator with completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position assists the Lead Operator in working closely with the public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department and the permit requirements for the Sewer Utility. Must be a team player and maintain cooperative relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Peshtigo during the course of performing the duties of the position.
- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgement calls in absence of supervisor.
- 3) Tasks may include, but are not limited to, assisting the Lead Operator in: maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant; maintain logs and records of test results and readings, completing various control tests, completing required state and federal reports, and maintaining a high standard of operations and service.
- 4) Ability to:
 - Communicate effectively with customers, the public and superiors.
 - Work courteously and tactfully with customers, the public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public and prevent property damage.
 - Perform job tasks independently, at an acceptable level and with minimal supervision and oversight within one year of hire.
- 5) Ensures compliance with work rules of department, safety program, and state and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Required to take "On-Call" assignments as determined by supervisor.
- 8) Conduct inventories of supplies and equipment.
- 9) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- a) High School graduate or equivalent.
- b) Experience and a good working knowledge of standard practice in operation of public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc., is desired.
- c) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- d) Must have, or be able to acquire, and maintain as a condition of employment, a Commercial Driver's License (CDL) and be able to operate Public Works Equipment including sewer cleaners, trucks, etc.
- e) Knowledge of safety program policies, and practices required for Public Works operations.
- f) Must have, or be able to acquire, and maintain as a condition of employment, a Wisconsin Advanced Wastewater Certificate and hold Advanced Certification in Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory subclasses
- g) Must have, and maintain as a condition of employment, a safe driving record.
- h) Must have, and maintain as a condition of employment, access to dependable transportation.
- i) Must be able to have math skills to complete various biologic and chemicals tests, record results, observe trends, and take corrective steps based on results.
- j) Be computer literate, be able to view and send email, maintain regular correspondence and to send and submit required regular /special reports to WDNR and other regulatory agencies, and prepare incident reports document equipment failure/malfunction, or plant overflows.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodation may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Lead Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant smells, surroundings,

talk, hear, navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, lift stations, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens, pathogens, feces, and unpleasant conditions.

City of Peshtigo Job Description

Position Title: Advanced Wastewater Operator/Laborer/Truck Driver/Equipment Operator
(Wastewater Treatment Plant Lead Operator)(Operator in Charge)

Department: Public Works

Immediate Supervisor: Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community.

As such, the Wastewater Lead Operator performs a variety of tasks in the maintaining and operating of the City's wastewater treatment plant. An employee in this position performs a variety of tasks in the maintenance, construction, repair and operation of wastewater treatment plant, buildings and equipment. The Wastewater Lead Operator may also perform tasks in the maintenance, construction, repair installation of streets, water mains, sewer mains, service connections, and other general Public Works tasks including snow removal and street maintenance operations.

Assignments include water quality testing/monitoring and/or equipment maintenance and repair duties, completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position works closely with the public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department and the permit requirements for the Sewer Utility. Must be a team player and maintain cooperative relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Peshtigo during the course of performing the duties of the position.

- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgement calls in absence of supervisor.
- 3) Daily tasks may include, but are not limited to: maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant; maintain logs and records of test results and readings, completing various control tests, completing required state and federal reports, maintain a high standard of operations and service.
- 4) Ability to:
 - Communicate effectively with customers, the public and superiors.
 - Work courteously and tactfully with customers, the public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public and prevent property damage.
 - Perform job tasks independently, at an acceptable level and with minimal supervision and oversight within one year of hire.
- 5) Ensures compliance with work rules of department, safety program, and state and federal agencies.
- 6) Recognized as Operator in Charge on DNR Permits and submittals
- 7) Works with Director of Public Works to complete and submit Compliance Maintenance Annual Report (CMAR), Lab Audits, Plant Inspections, Reports, and other DNR permit requirements.
- 8) Establishes sampling requirements in compliance with DNR Permits and coordinates with testing contractors.
- 9) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 10) Required to take "On-Call" assignments as determined by supervisor.
- 11) Conduct inventories of supplies and equipment.
- 12) Directs work of other Operators working at the wastewater treatment plant.
- 13) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- a) High School graduate or equivalent.
- b) Experience and a good working knowledge of standard practice in operation of public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc., is desired.
- c) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- d) Must have, or be able to acquire, and maintain as a condition of employment, a Commercial Driver's License (CDL) and be able to operate Public Works Equipment including sewer cleaners, trucks, etc.
- e) Knowledge of safety program policies, and practices required for Public Works operations.
- f) Must have, or be able to acquire, and maintain as a condition of employment, a Wisconsin Advanced Wastewater Certificate and hold Advanced Certification in Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory subclasses
- g) Must have, and maintain as a condition of employment, a safe driving record.
- h) Must have, and maintain as a condition of employment, access to dependable transportation.
- i) Must be able to have math skills to complete various biologic and chemicals tests, record results, observe trends, and take corrective steps based on results.
- j) Be computer literate, be able to view and send email, maintain regular correspondence and to send and submit required regular /special reports to WDNR and other regulatory agencies, and prepare incident reports document equipment failure/malfunction, or plant overflows.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodation may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Lead Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant smells, surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, lift stations, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens, pathogens, feces, and unpleasant conditions.

Director of Public Works / City Engineer / Utilities Manager (*Optional Engineer credentials included)

Position Title: Director of Public Works / City Engineer / Utilities Manager

Department: Department of Public Works

FLSA: Salary/Exempt

Revised: 2026

Reports To: Mayor

Position Summary

Directs City public works operations and utility management, including streets, stormwater systems, water distribution, sanitary sewer collection, wastewater treatment oversight, fleet/garage, traffic control devices, and related compliance activities. Serves as the City's engineering lead for project oversight and coordination, including managing public improvement planning, construction administration, permitting coordination, and technical review. When professional engineering design and stamped documents are required by law, those services are provided through the City's consulting engineer; this position serves as the City's project Manager and technical liaison for those services.

Essential Duties and Responsibilities

The following duties are illustrative and may be supplemented as City needs evolve.

Public Works Operations

- Plan, direct, and inspect the repair and maintenance of streets, curbs and gutters, sidewalks, streetlights, street trees, and related public infrastructure.
- Schedule the daily and weekly work assignments of Public Works employees and modify plans as needed due to emergencies, weather events, or operational priorities.
- Supervise plowing of snow and all phases of snow and ice control on City streets, alleys, sidewalks, and public parking lots.

Permits, Right-of-Way, and Public Infrastructure Protection

- Manage permitting and coordination of any opening or excavation in any public street, public alley, public way, public ditch, public ground, public sidewalk, or City-owned easement within the City.
- Coordinate inspections and restoration expectations for right-of-way work consistent with City ordinance/policy and project requirements.
- Manage permitting/coordination of connections to the City's water and sewer utilities, including service connection requirements and restoration standards.

Fleet, Equipment, and Municipal Garage

- Supervise the operation of the municipal garage, including the repair and maintenance of City-owned vehicles, machinery, tools, and equipment.
- Plan for maintenance and repair of City vehicles, machinery, and equipment and maintain related records (inspections, service logs, preventive maintenance, and replacement planning).

Traffic Control and Signage

- Procure, erect, and maintain uniform traffic control devices conforming to the Manual on Uniform Traffic Control Devices (MUTCD) and applicable State/local requirements.
- Repair and maintain official City signage and traffic control markings in compliance with the State Traffic Code and local ordinances.

Utilities Management (Water, Sewer, Wastewater Treatment)

- Responsible for the operation and compliance of the City of Peshtigo Water & Sewer Utilities, including oversight of the Wastewater Treatment Plant.
- Serve as non-voting member (or staff liaison), as assigned, to the Water and Sewer Committee.

- Coordinate with WWTP operators and utility staff to ensure operational readiness, regulatory compliance, and timely reporting.

Engineering Oversight, Capital Improvements, and Development Review

- Manage construction and financing coordination/documentation for public improvements, including capital projects, utility improvements, and street projects, as assigned.
- Coordinate with consulting engineers, contractors, and regulatory agencies on planning, design, permitting, bidding, construction administration, inspection coordination, and project closeout.
- Review subdivision applications and provide technical recommendations to the City Council regarding public works, stormwater, right-of-way, and utility impacts.
- Serve on the City Plan Commission and other committees as assigned; provide technical input on infrastructure and development impacts.

Zoning, Ordinance Administration, and Environmental Compliance (*as assigned/authorized*)

- Make advisory recommendations to the Building Inspector/Zoning Administrator prior to issuance of building and zoning permits regarding public works, stormwater, right-of-way, and utility service impacts.
- Administer and enforce provisions of the City's Land Disturbance and Stormwater Management ordinances, consistent with City ordinance assignments and in coordination with zoning/building staff where applicable.
- Administer and enforce provisions of wetland and floodplain regulations/zoning requirements as assigned by City ordinance/policy, and coordinate with applicable agencies where required.

Other Assigned Duties

- Serve as Deputy Weed Commissioner as assigned and support aquatic vegetation programs and compliance needs.
- Perform such other duties as may be directed by the Mayor and/or Common Council.

Supervisory Responsibilities

- Supervises Public Works employees and assigned utility staff; coordinates with lead operators and staff as assigned.
- Supports scheduling, training, performance feedback, and documentation consistent with City policy.

Required Qualifications

- Strong knowledge of public works operations and municipal utilities (water distribution, sewer collection, stormwater, and wastewater treatment).
- Demonstrated ability to manage staff, contractors, projects, budgets, and emergency response operations.
- Ability to read and interpret plans, specifications, ordinances, and technical requirements; strong documentation and communication skills.
- Valid driver's license.

Suggested Qualifications (*Not Required*)

- **Wisconsin Professional Engineer (PE) license is suggested, but not required**, for applicants who will provide higher-level engineering review and technical oversight.
- Bachelor's degree in civil engineering, construction management, public administration, or a related field is suggested.
- Experience in municipal engineering coordination, capital improvement planning, and construction administration is suggested.

Work Schedule / Conditions

Full-time salaried position with on-call and emergency response expectations (weather events, utility outages, infrastructure failures). Evening meetings may be required based on committee/Council schedules.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Advanced Wastewater Operator / Laborer / Truck Driver / Equipment Operator (Wastewater Treatment Plant Lead Operator)

Position Title: Advanced Wastewater Operator / Laborer / Truck Driver / Equipment Operator (WWTP Lead Operator)

Department: Public Works

FLSA: Non-Exempt / Hourly

Revised: September 2, 2025

Reports To: Director of Public Works

GENERAL STATEMENT OF DUTIES

This full-time, 40-hour-per-week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents, visitors, and the community.

The Wastewater Treatment Plant Lead Operator performs a variety of tasks related to the maintenance and operation of the City's wastewater treatment plant. An employee in this position also performs a variety of tasks in the maintenance, construction, repair, and operation of the wastewater treatment plant, buildings, and equipment.

The Wastewater Treatment Plant Lead Operator may also perform tasks related to the maintenance, construction, repair, and installation of streets, water mains, sewer mains, service connections, and other general Public Works duties, including snow removal and street maintenance operations.

Assignments may include water quality testing and monitoring, equipment maintenance and repair, completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position works closely with the public, administrative staff, and regulatory agencies in carrying out the responsibilities of the department and the permit requirements for the Sewer Utility. The employee must be a team player and maintain cooperative relationships with all municipal departments. The employee must possess effective oral and written communication skills and above-average municipal problem-solving skills.

ESSENTIAL FUNCTIONS AND RELATED TASKS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Provide a high level of customer service at all times and project and maintain a positive image on behalf of the City of Peshtigo while performing the duties of the position.
2. Remain motivated and productive at all times, particularly when the immediate supervisor is not available. The employee must demonstrate common sense and the ability to make judgment calls in the absence of a supervisor.
3. Perform daily tasks including, but not limited to, maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant.
4. Maintain logs and records of test results and readings, complete various control tests, complete required state and federal reports, and maintain a high standard of operation and service.
5. Communicate effectively with customers, the public, supervisors, employees, departments, and other units of government.

6. Work courteously and tactfully with customers, the public, supervisors, employees, departments, and other units of government.
7. Work independently and effectively in carrying out assigned duties.
8. Carry out written and verbal orders efficiently and completely with minimal supervision.
9. Operate all equipment and machinery with care to preserve municipal equipment, prevent injury to municipal employees and the public, and prevent property damage.
10. Perform job tasks independently, at an acceptable level, and with minimal supervision and oversight within one year of hire.
11. Ensure compliance with work rules of the department, safety programs, and state and federal agencies.
12. Be responsible for the protection of municipal property and equipment. The employee must operate all equipment with care and responsibility.
13. Report all unlawful, mischievous, or malicious activities to the immediate supervisor for further investigation by law enforcement agencies, when appropriate.
14. Accept and perform on-call assignments as determined by the supervisor.
15. Conduct inventories of supplies and equipment.
16. Supervise the work of other staff working in wastewater treatment plant operations.
17. Perform related duties as necessary or assigned.

SUPERVISION

This position is accountable to the Director of Public Works.

This position may provide direction or oversight to other staff working in wastewater treatment plant operations as assigned.

QUALIFICATIONS

The following qualifications are required or desired for this position:

1. High school diploma or equivalent.
2. Experience and a good working knowledge of standard practices in the operation of public buildings and facilities; water, sanitary, and storm sewer systems; roads; sidewalks; pathways; parks and playgrounds; marinas; docks; erosion control; and related public works operations is desired.
3. Ability to carry out tasks efficiently and productively in the absence of supervision.
4. Must have, or be able to acquire and maintain as a condition of employment, a Commercial Driver's License and be able to operate Public Works equipment, including sewer cleaners, trucks, and other related equipment.
5. Knowledge of safety program policies and practices required for Public Works operations.
6. Must have, or be able to acquire and maintain as a condition of employment, a Wisconsin Advanced Wastewater Certificate and hold Advanced Certification in Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory subclasses.
7. Must have and maintain, as a condition of employment, a safe driving record.
8. Must have and maintain, as a condition of employment, access to dependable transportation.
9. Must have math skills sufficient to complete biological and chemical tests, record results, observe trends, and take corrective steps based on results.

10. Must be computer literate and able to view and send email, maintain regular correspondence with regulatory agencies, submit required regular and special reports to the Wisconsin Department of Natural Resources and other regulatory agencies, and prepare incident reports documenting equipment failure, malfunction, or plant overflows.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met in order for an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Treatment Plant Lead Operator will frequently be required to sit, stand, kneel, and walk for extended periods of time; walk over rough or uneven surfaces; work in excavations and confined spaces; and work in environments involving unpleasant smells, surroundings, talk, noise, and other conditions.

The employee may be required to navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull, and/or move 50 pounds for extended periods and must occasionally lift, pull, and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this position, the employee will frequently work with motor vehicles, small-engine powered equipment, heavy equipment, hand tools, and equipment used in indoor and outdoor public works settings. Work may occur in public rights-of-way, parklands, municipal facilities, wells, lift stations, the wastewater treatment plant, sanitary sewers, harbors, and related locations.

Lighting and noise levels will vary from location to location and from day to day. Outdoor work settings will involve exposure to various weather conditions and terrain. The employee may be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and other fuels, cleaning supplies, vehicle exhaust, campfires, marine vessels, allergens, pathogens, feces, and other unpleasant conditions.

REQUIRED LICENSES, CERTIFICATIONS, AND CONDITIONS OF EMPLOYMENT

The employee must have, or be able to obtain and maintain, all licenses and certifications required for the position, including but not limited to:

1. Commercial Driver's License.
2. Wisconsin Advanced Wastewater Certification.
3. Advanced Certification in Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory subclasses.
4. Safe driving record.
5. Dependable transportation.
6. Ability to participate in emergency and non-emergency on-call assignments as determined by the Director of Public Works.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. The City of Peshtigo reserves the right to revise or change job duties and responsibilities as the needs of the City require. Final terms and conditions of employment shall be subject to applicable City policies, employment agreements, collective bargaining agreements, ordinances, and state and federal law.

Department of Public Works – Wastewater Treatment Plant Operator / Laborer (with Progression Steps)

Position Title: DPW – WWTP Operator / Laborer

Department: Department of Public Works

FLSA: Non-Exempt / Hourly

Revised: 2026

Reports To: DPW Director / Utilities Manager (and/or Lead Operator, as assigned)

Position Summary

The DPW – Wastewater Treatment Plant Operator / Laborer performs wastewater treatment plant operations and related public works duties. This position supports safe, compliant wastewater treatment plant performance and provides operational coverage for Department of Public Works needs, including equipment operation, labor, maintenance support, snow and ice operations, and seasonal work as assigned.

The City anticipates that available operator hours may be scheduled between the Wastewater Treatment Plant and other DPW responsibilities depending on operational needs, staffing, seasonal workload, licensing requirements, and emergency response needs.

Essential Functions

Wastewater Treatment Plant Operations and Compliance

- Operate, monitor, inspect, and maintain wastewater treatment plant equipment, processes, pumps, controls, and related systems.
- Perform daily plant checks, document readings, and maintain accurate operational logs and records.
- Collect wastewater samples and perform required testing and laboratory duties as assigned.
- Assist with required compliance documentation, reporting, and Discharge Monitoring Report support under the direction of the DPW Director, Utilities Manager, Lead Operator, or Operator in Charge.
- Support biosolids/sludge handling, hauling coordination, disposal documentation, housekeeping, and safety practices.
- Respond to alarms, call-ins, weather-related needs, equipment issues, and operational concerns as scheduled or directed.
- Assist with preventative maintenance, troubleshooting, repairs, and coordination of service needs at the Wastewater Treatment Plant.

Public Works Support

- Perform general Department of Public Works duties as assigned, including equipment operation, labor, maintenance, snow and ice control, street support, parks support, water/sewer support, and seasonal work.
- Operate City vehicles, trucks, tools, and equipment safely and responsibly.
- Conduct pre-trip inspections, basic maintenance checks, and report equipment concerns.
- Assist with emergency response, public works projects, utility maintenance, and other operational needs as directed.

Safety and Professional Standards

- Follow City safety rules, policies, and procedures, including confined space procedures, lockout/tagout, personal protective equipment requirements, hazard reporting, and safe equipment operation.
- Maintain accurate records, reports, logs, and documentation.
- Work independently and exercise sound judgment when immediate supervision is not available.
- Maintain respectful and professional working relationships with coworkers, supervisors, contractors, regulatory agencies, and the public.

Certification Progression (Training Steps)

Step 1 – Operator in Training / Level 1

The Operator in Training / Level 1 position is intended for an employee who is learning wastewater treatment plant operations and working toward required Wisconsin Department of Natural Resources wastewater operator certification.

Minimum expectations may include:

- Obtain and maintain Wisconsin DNR wastewater operator certification at the Operator in Training level or higher.
- Pass the Wisconsin DNR Wastewater General Exam and at least one required subclass exam within City-established timelines.
- Learn plant operations, sampling, testing, safety procedures, documentation, equipment operation, and compliance expectations.
- Work under the supervision and direction of the DPW Director, Utilities Manager, Lead Operator, Operator in Charge, or other qualified operator.

Step 2 – Wastewater Treatment Plant Operator / Level 2

The Level 2 Operator position is intended for an employee who has obtained required certification and is able to perform regular wastewater treatment plant duties with greater independence.

Minimum expectations may include:

- Obtain and maintain Wisconsin DNR wastewater operator certification required for the City's Wastewater Treatment Plant classification.
- Pass required subclass exams, which may include A1 – Suspended Growth, B – Solids Separation, C – Biosolids/Sludge, D – Disinfection, L – Laboratory, and P – Total Phosphorus, within the City-established timeline.
- Perform routine WWTP operational duties, sampling, testing, documentation, equipment checks, troubleshooting, and maintenance support.
- Assist with compliance records, DMR support, operational reporting, and regulatory documentation under appropriate supervision or direction.
- Respond to alarms, call-ins, and operational issues as scheduled or directed.

Step 3 – Advanced Wastewater Treatment Plant Operator / Level 3

The Level 3 / Advanced Operator position is intended for an employee who has obtained advanced wastewater certification and has demonstrated the ability to perform higher-level operational duties with increased independence and responsibility.

Minimum expectations may include:

- Obtain and maintain Wisconsin DNR Advanced wastewater certification consistent with the WDNR point system and experience requirements.
- Maintain required subclass certifications necessary for the City's Wastewater Treatment Plant classification.
- Perform advanced operational monitoring, troubleshooting, compliance support, equipment checks, and maintenance coordination.
- Assist with training and supporting Operator in Training or lower-level operators.
- Assist the DPW Director, Utilities Manager, Lead Operator, or Operator in Charge with plant operations, documentation, safety procedures, reporting, and regulatory compliance.

Step 4 – Lead Operator / Operator in Charge

The Lead Operator / Operator in Charge position is intended for an employee who has the required certification, experience, and operational knowledge to serve as the City's primary wastewater operator contact and Operator in Charge for regulatory and operational purposes.

Minimum expectations may include:

- Obtain and maintain the certification necessary to serve as Operator in Charge for the City's Wastewater Treatment Plant.
- Provide higher-level operational oversight of wastewater treatment plant processes, compliance needs, testing, reporting, documentation, and permit-related requirements.
- Coordinate with the DPW Director, Utilities Manager, Wisconsin DNR, laboratories, contractors, and other parties as needed.
- Assist with or oversee required reporting, including DMR support, compliance documentation, operational records, and permit-related submittals.
- Support training, direction, and guidance for Operator in Training, Level 2, and Level 3 operators.
- Monitor plant needs, identify operational concerns, recommend corrective actions, and help coordinate maintenance, repairs, and process adjustments.
- Maintain professional communication with supervisors, staff, regulatory agencies, contractors, and the public.

Wage Schedule / Certification Premiums

Wage rates, certification premiums, level differentials, and Lead Operator differentials shall be established by the City's approved wage schedule, union contract, memorandum of understanding, or other approved compensation structure, as applicable.

The approved WWTP Operator level differentials are intended to be maintained each year. Annual wage increases shall not reduce or absorb the approved Level 1, Level 2, Level 3, or Lead Operator differential unless otherwise approved by the Common Council and addressed through the applicable wage schedule or labor agreement process.

Required Qualifications

- Ability to obtain and maintain Wisconsin DNR wastewater operator certification as required for the assigned operator level.
- Ability to perform physical work outdoors and indoors in all weather conditions.
- Ability to respond to urgent operational needs, alarms, call-ins, and emergency situations as scheduled or directed.
- Mechanical aptitude and ability to safely operate vehicles, tools, and equipment.
- Strong attention to detail in documentation, testing, logs, and compliance-related records.
- Ability to communicate effectively, follow instructions, work independently, and exercise sound judgment.
- Ability to maintain professional and respectful working relationships.

Licenses and Certifications

- Valid Wisconsin driver's license required.
- Commercial Driver's License may be required depending on assigned duties.

- Wisconsin DNR wastewater operator certification required according to assigned operator level and City-established timelines.

Work Schedule and Conditions

This is a full-time, non-exempt/hourly position. Work hours may include regular shifts, rotating schedules, on-call assignments, emergency response, weekends, holidays, and after-hours call-ins depending on operational needs.

Work is performed both indoors and outdoors and may involve exposure to weather, wastewater, confined spaces, chemicals, equipment, noise, odors, traffic, and other public works conditions.

Physical Requirements

The employee is frequently required to sit, stand, walk, bend, kneel, climb, reach, lift, carry, push, pull, and perform physical labor for extended periods of time. The employee may be required to lift or move heavy materials and operate vehicles, tools, and equipment.

Reasonable accommodations may be made in accordance with applicable law to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The City may modify this job description at any time. This job description does not constitute a contract of employment.

Public Works Laborer / Truck Driver / Equipment Operator

Position Title: Public Works Laborer / Truck Driver / Equipment Operator

Department: Public Works

FLSA: Non-Exempt / Hourly

Revised: September 2, 2025

Reports To: Director of Public Works

GENERAL STATEMENT OF DUTIES

This full-time, 40-hour-per-week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents, visitors, and the community.

The Public Works Laborer/Truck Driver/Equipment Operator performs a variety of tasks in the operation and maintenance of the City's infrastructure. An employee in this position performs duties related to the maintenance, construction, repair, and operation of City streets, utilities, buildings, parks, and other related public works services.

ESSENTIAL FUNCTIONS AND RELATED TASKS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Operate heavy equipment, including but not limited to skid steer, dump truck, loader, tractor/mower, and other Public Works equipment safely and efficiently.
2. Assist with snow plowing, ice control, street sweeping, pothole repair, and other winter maintenance tasks.
3. Perform routine roadway repairs, asphalt patching, curb and gutter work, and sidewalk maintenance.
4. Maintain parks, green spaces, trees, and municipal building grounds, including mowing, trimming, trash removal, and related maintenance.

5. Clean and repair stormwater inlets, catch basins, drainage ditches, and related infrastructure.
6. Assist with water and sewer utility operations, including digging, line repair, hydrant flushing, valve exercising, and related duties.
7. Load, unload, deliver, and distribute materials such as gravel, salt, sand, concrete, equipment, and related supplies.
8. Assist in emergency response operations, including storm clean-up, flood control, and other emergency or non-emergency response needs.
9. Use hand tools and small power tools safely.
10. Ensure compliance with department work rules, safety programs, and state and federal agencies.
11. Be responsible for the protection of municipal property and equipment. The employee must operate all equipment with care and responsibility.
12. Report all unlawful, mischievous, or malicious activities to the immediate supervisor for further investigation by law enforcement agencies, when appropriate.
13. Accept and perform on-call assignments as determined by the supervisor.
14. Conduct inventories of supplies and equipment.
15. Document daily work activities, equipment usage, and maintenance performed.
16. Communicate with supervisors and fellow crew members regarding progress, issues, and coordination needs.
17. Provide courteous public interaction when necessary, including responding to resident questions or concerns.
18. Perform related duties as necessary or assigned.

SUPERVISION

This position is accountable to the Director of Public Works.

QUALIFICATIONS

The following qualifications are required or desired for this position:

1. High school diploma or equivalent.
2. Valid Wisconsin Driver's License required.
3. Must have and maintain, as a condition of employment, a safe driving record.
4. Must have and maintain, as a condition of employment, access to dependable transportation.
5. Must have, or be able to acquire within the probationary period and maintain as a condition of employment, a Commercial Driver's License and be able to operate Public Works equipment, including sewer cleaners, trucks, and related equipment.
6. Must be capable of carrying out tasks efficiently and productively in the absence of supervision.
7. Experience and a good working knowledge of standard practices and safety procedures in the operation and maintenance of equipment; water, sanitary, and storm sewer systems; buildings and facilities; roads; sidewalks; pathways; parks and playgrounds; marinas; docks; erosion control; and related public works operations is desired.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met in order for an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Public Works Laborer/Truck Driver/Equipment Operator will frequently be required to sit, stand, kneel, and walk for extended periods of time; walk over rough or uneven surfaces; work in excavations and confined spaces; and work in environments involving unpleasant smells, surroundings, talk, noise, and other conditions.

The employee may be required to navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull, and/or move 50 pounds for extended periods and must occasionally lift, pull, and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this position, the employee will frequently work with motor vehicles, small-engine powered equipment, heavy equipment, hand tools, and equipment used in indoor and outdoor public works settings. Work may occur in public rights-of-way, parklands, municipal facilities, wells, lift stations, the wastewater treatment plant, sanitary sewers, harbors, and related locations.

Lighting and noise levels will vary from location to location and from day to day. Outdoor work settings will involve exposure to various weather conditions and terrain. The employee may be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and other fuels, cleaning supplies, vehicle exhaust, campfires, marine vessels, allergens, pathogens, feces, and other unpleasant conditions.

REQUIRED LICENSES, CERTIFICATIONS, AND CONDITIONS OF EMPLOYMENT

The employee must have, or be able to obtain and maintain, all licenses, certifications, and conditions required for the position, including but not limited to:

1. Valid Wisconsin Driver's License.
2. Commercial Driver's License within the probationary period, unless otherwise extended or approved by the City.
3. Safe driving record.
4. Dependable transportation.
5. Ability to participate in emergency and non-emergency on-call assignments as determined by the Director of Public Works.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. The City of Peshtigo reserves the right to revise or change job duties and responsibilities as the needs of the City require. Final terms and conditions of employment shall be subject to applicable City policies, employment agreements, collective bargaining agreements, ordinances, and state and federal law.

Building Inspector / Code Enforcement Officer

Position Title: Building Inspector/Code Enforcement Officer

Department: Building Inspection/Community Development

FLSA: Contracted

Revised: 2026

Reports To: Mayor

Works With: Mayor, Clerk-Treasurer, DPW/Utilities, Zoning Administrator, Fire & EMS, Planning Commission, contractors, and the public

Position Summary

The Building Inspector administers and enforces City building and related construction codes to protect public health, safety, and welfare. This position reviews permit applications and plans, issues permits, conducts inspections, documents compliance, communicates corrective actions, and provides guidance to property owners and contractors. The Building Inspector serves as a technical resource to City leadership and supports consistent, fair, and timely code administration.

Essential Functions

Essential duties and responsibilities may include, but are not limited to, the following:

Permitting and Plan Review

- Receive, review, and process building permit applications, including verifying completeness, required documents, and applicable fees.
- Review plans and supporting documents for compliance with adopted State of Wisconsin codes and applicable City ordinances.
- Coordinate review with other City departments and external agencies as needed (e.g., utilities, fire, county/state).

Inspections and Code Compliance

- Conduct inspections at appropriate project phases (footings/foundations, framing, mechanical/plumbing/electrical coordination as applicable, insulation, final inspections, and occupancy).
- Identify code deficiencies, clearly communicate corrective requirements, and document inspection outcomes.
- Issue correction notices/stop work orders when necessary and follow established enforcement procedures.
- Support complaint-based inspections related to building safety and substandard structures as assigned.

Records, Documentation, and Reporting

- Maintain accurate permit and inspection records, including photos, notes, correction notices, and final approvals.
- Track permit status, inspection schedules, re-inspections, and deadlines to support timely project completion.
- Prepare reports, summaries, or updates for City leadership, committees, or the Planning Commission/Council as requested.
- Coordinate records retention and public records requests with the Clerk-Treasurer consistent with policy.

Customer Service and Communication

- Provide clear, professional guidance to property owners, residents, and contractors on permit requirements, inspection scheduling, and compliance expectations.
- Respond to inquiries and complaints in a timely, courteous manner; de-escalate conflict and maintain professionalism.

- Communicate and coordinate with contractors to resolve issues efficiently while maintaining consistent enforcement.

Coordination and Technical Support

- Coordinate with DPW/Utilities regarding service connections, right-of-way impacts, excavation permits, and restoration requirements as applicable.
- Coordinate with Fire & EMS on occupancy/life-safety issues when applicable.
- Support City boards/commissions (e.g., Planning Commission) with technical input on constructability, code implications, and compliance pathways when requested.

Safety and Professional Standards

- Perform work in a safe manner and follow City safety procedures.
- Maintain required certifications and continuing education.
- Maintain confidentiality where applicable and avoid conflicts of interest.

Supervisory Responsibilities

- This position typically has no regular supervisory responsibilities unless assigned oversight of clerical support or inspectors.

Required Qualifications

- High school diploma or equivalent required; additional technical training, associate degree, or trade education preferred.
- Building construction experience and knowledge of residential and/or commercial building practices.
- Ability to interpret plans, codes, specifications, and technical documents.
- Strong written and verbal communication skills; ability to document inspections clearly and defensibly.
- Proficiency with basic computer systems for permits, email, and recordkeeping.

Licenses and Certifications

- Valid Wisconsin driver's license and safe driving record.
- Wisconsin DSPS/UDC credentials as required for the types of inspections performed, such as:
 - UDC Construction Inspector (UDC) and/or Commercial Building Inspector categories as applicable
 - Uniform Dwelling Code (UDC) Inspector certification for 1- and 2-family dwellings (if applicable)
- Any required continuing education to maintain credentials.

Work Schedule / Conditions

- Work is performed indoors and outdoors, including construction sites in varying weather conditions.
- Work includes walking on uneven terrain, climbing stairs/ladders, entering active construction sites, and occasional exposure to dust, noise, and other construction hazards.
- Some evening meetings may be required (Planning Commission/Council) and schedule flexibility is expected to accommodate inspections.
- May require participation in emergency response coordination for building safety incidents (e.g., structural failures, fire-damaged buildings) as assigned.

Physical Requirements and Work Environment

The physical demands described are representative of those required to perform essential functions. Reasonable accommodations may be made for qualified individuals with disabilities.

The employee must be able to stand/walk for extended periods, climb stairs/ladders, bend/kneel, and occasionally lift/carry moderate loads (e.g., files, testing tools). Work occurs in variable conditions including heat, cold, precipitation, uneven surfaces, confined/limited spaces, and around construction equipment.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Chief of Police (Working Chief)

Position Title: Chief of Police

Department: Police Department

FLSA: Salary/Exempt

Revised: March 3, 2026

Reports To: Mayor for administrative coordination; operates under applicable Wisconsin statutes and City ordinances/policies.

Position Summary

Responsible for protecting lives and property in the City of Peshtigo through both active law enforcement service and leadership of all Police Department functions. The Chief serves as a working supervisor, providing full administrative leadership while also maintaining an active patrol presence as operational needs require.

Exercises independent judgment and discretion consistent with law, policy, and professional standards.

Distinguishing Features

- Sets department vision and strategic goals while maintaining a consistent patrol presence.
- Maintains community visibility through day-to-day enforcement activity, public engagement, and problem-solving.
- Leads ethical, professional, constitutional policing and accountability standards.
- Supports operational continuity by filling coverage gaps and responding to high-priority incidents.

Essential Functions

Working Patrol, Response, and Field Supervision

- Perform duties of a sworn law enforcement officer including patrol, enforcement, investigations, arrests, and report writing, as operational needs require.
- Provide shift coverage to possibly include nights, weekends, and holidays as needed.
- Serve as on-call supervisor and respond to major incidents.
- Provide field supervision ensuring officer safety and constitutional policing.

Operations and Leadership

- Establish short- and long-term department goals.
- Oversee daily patrol operations and investigative follow-up.
- Monitor staffing and adjust assignments as needed.
- Ensure constitutional rights, evidence integrity, and safe custody practices.

Training, Standards, and Professionalism

- Ensure compliance with required certifications and continuing education.
- Develop and evaluate training programs.
- Promote community-oriented and evidence-based policing.
- Maintain high standards of ethics, discipline, confidentiality, and professionalism.

Administration

- Prepare and manage annual budget and oversee grant activity.
- Develop and maintain policies and procedures.
- Oversee hiring, promotion, discipline, commendations, and internal investigations.
- Utilize data and reporting to guide deployment and enforcement priorities.

Community & External Relations

- Serve as Public Information Officer (or designate).
- Maintain community visibility and outreach.
- Build relationships with partner agencies.
- Coordinate emergency preparedness efforts.

Required Knowledge, Skills, and Abilities

- Strong leadership and communication skills.
- Ability to interpret and apply laws and policies.
- Ability to maintain confidentiality in personnel, investigative, and legal matters.
- Ability to manage multiple responsibilities while maintaining operational presence.

Minimum Qualifications

- Wisconsin Law Enforcement Standards Board certification (or ability to obtain).
- Ten (10) years law enforcement experience, including supervisory experience.
- Valid driver's license and ability to pass comprehensive background investigation.

Preferred Qualifications

- Command-level experience.
- Experience in a small or mid-sized municipal department.
- Bachelor's degree in related field or equivalent experience.

Work Schedule / Conditions

Exempt position requiring irregular hours, emergency availability, and scheduled patrol shifts as operational needs require.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Police Lieutenant

Position Title: Police Lieutenant

Department: Police Department

FLSA: Non-Exempt / Hourly

Revised: June 1, 2026

Reports To: Chief of Police

Position Summary

Serves as the Chief's primary supervisory deputy and functions as the department's Assistant Chief/Captain equivalent. Provides day-to-day oversight of patrol operations, scheduling and coverage, training coordination, report review, and personnel supervision. Assumes operational command when the Chief is unavailable, as directed.

Essential Functions

- Supervise daily patrol operations and ensure professional, constitutional policing and officer safety.
- Coordinate staffing, schedules, shift coverage, and special event coverage; assist with on-call/emergency coverage.
- Provide direction on complex calls and critical incidents; respond as needed and support scene coordination.

- Supervise and support staff performance through coaching, documentation, and corrective action consistent with City policy and labor agreements.
- Assist with recruitment/hiring processes, onboarding, and training coordination; track required certifications and continuing education.
- Review reports for accuracy, completeness, and legal sufficiency; ensure timely follow-up and documentation.
- Assist the Chief with policy implementation, operational planning, and budget/expenditure tracking as assigned.
- Maintain positive working relationships with City staff, partner agencies, and the public; support community policing efforts.
- Perform other duties as assigned.

Supervisory Responsibilities

Supervises sworn personnel and assigned non-sworn staff as delegated by the Chief; serves as acting supervisor/command lead when directed.

Required Qualifications

- Wisconsin Law Enforcement Standards Board certification (must be current/maintained).
- Minimum five (5) years of law enforcement experience as established by the City; supervisory/lead experience preferred.
- Strong leadership, communication, judgment, and documentation skills.
- Valid driver's license and ability to meet department driving standards.

Work Schedule / Conditions

Hourly position with variable schedule; requires availability for nights, weekends, holidays, court, training, and emergency call-ins as needed.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Police Officer

Position Title: Police Officer

Department: Police Department

FLSA: Non-Exempt / Hourly / Contract

Revised: 2026

Reports To: Chief of Police (*day-to-day supervision may be delegated to the Lieutenant/shift supervisor*)

Statutory/Policy Framework: Performs duties consistent with applicable Wisconsin Statutes (including Wis. Stat. § 62.13) and Law Enforcement Standards Board (LESB) requirements under Wis. Stat. § 165.85, along with City ordinances, departmental policies, and procedures.

Position Summary

Performs general duty law enforcement work to protect life and property; preserve the peace; prevent and investigate crime; enforce laws and ordinances; and provide public service to residents and visitors. Work includes patrol, calls for service, traffic enforcement, investigations, report writing, court testimony, and community-oriented policing. Officers are expected to act professionally, ethically, and constitutionally at all times and to follow the chain of command.

Essential Duties and Responsibilities

The following duties are illustrative and may be supplemented as City needs evolve.

Patrol and Response

- Patrol assigned areas by vehicle and/or on foot to deter crime, identify hazards, and provide visible community presence.
- Respond to calls for service including disturbances, crimes in progress, alarms, traffic crashes, medical assists (as trained), and other emergencies.
- Conduct preliminary investigations, secure scenes, identify witnesses, and gather information for follow-up.
- Take appropriate enforcement action including warnings, citations, arrests, and referrals consistent with law and policy.

Enforcement and Community Policing

- Enforce traffic laws and City ordinances; conduct traffic stops and crash investigations; direct traffic as needed.
- Engage residents and businesses through community-oriented policing, problem-solving, and prevention activities.
- Maintain a professional, courteous demeanor when interacting with the public, including individuals in crisis or conflict.

Investigations, Reports, and Evidence

- Prepare accurate, timely reports and related documentation (incident, accident, arrest, citations, supplements).
- Collect, preserve, and document evidence; maintain chain of custody; coordinate evidence submission per policy.
- Participate in follow-up investigations as assigned; coordinate with investigators, partner agencies, and prosecutors.
- Provide credible courtroom testimony and prepare required case materials for court proceedings.

Communications and Department Operations

- Communicate effectively via radio, phone, and department systems; relay essential information promptly and accurately.
- Follow directives from the Chief, Lieutenant/shift supervisor, and department policies and procedures.
- Coordinate with the Police Department Administrative Assistant (as applicable) regarding routine paperwork flow, scheduling notices, and administrative processing consistent with City policy.
- Participate in department meetings, briefings, and trainings as required.

Professional Standards, Safety, and Readiness

- Uphold constitutional policing, ethical conduct, and professional standards; maintain confidentiality and appropriate discretion.
- Use department equipment safely (vehicles, defensive tools, restraints, issued technology) and report maintenance or safety issues.
- Maintain fitness and readiness to perform duties in stressful, physically demanding, and potentially hazardous conditions.
- Provide mutual aid and interagency cooperation when requested and authorized.

Required Qualifications

- Must meet and maintain Wisconsin LESB employment, education, and training standards for law enforcement officers, including successful completion of required recruit training/academy.
- Valid driver's license with an acceptable driving record.
- Ability to communicate clearly (written and verbal), exercise sound judgment, and work independently under pressure.

- Ability to perform police duties consistent with City policy, department procedures, and applicable Wisconsin Statutes (including Wis. Stat. § 62.13).

Suggested Qualifications (Not Required)

- Prior law enforcement, military, corrections, fire/EMS, or related public safety experience.
- Advanced training in investigations, crisis intervention, de-escalation, field training, or community policing.

Work Schedule / Conditions

- Hourly position with variable shifts, including nights, weekends, and holidays.
- Overtime, call-ins, and emergency response may be required based on staffing and operational needs.
- Work includes indoor/outdoor environments in all weather and may involve stressful and high-risk situations.

Physical Requirements / Work Environment

Must be able to perform essential law enforcement functions including standing/walking for extended periods, running, bending/kneeling, lifting/carrying, restraining individuals, operating vehicles in normal and emergency conditions, and safely managing confrontational situations. Reasonable accommodations may be provided where appropriate.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Police Department Administrative Assistant

Position Title: Police Department Administrative Assistant (Assigned)

Department: Police Department (Administrative Support) **FLSA:** Non-Exempt / Hourly

Revised: 2026

Reports To: Police Chief (for PD administrative duties)

Position Summary

This role consists of Police Department administrative support duties typically assigned to an existing City Hall administrative position (commonly the Deputy Clerk-Treasurer). Provides front-office and clerical support to the Police Department including public-facing customer service, communications support, basic records support, scheduling coordination, and receipting consistent with City policy. Maintains confidentiality and professionalism at all times.

Essential Functions

- Provide phone and front counter coverage for the Police Department as scheduled; gather basic information and route calls/messages appropriately.
- Monitor department communications (email/voicemail) and respond or route in a timely manner.
- Maintain familiarity with city streets/boundaries and basic department operations to assist the public effectively.
- Support document preparation for the Chief and staff (letters, basic correspondence, forms) as assigned.
- Coordinate court-related scheduling items and route required paperwork to the District Attorney/courts as directed by the Chief.
- Track office supplies and submit purchase requests/orders with Chief approval consistent with City purchasing procedures.

- Support radio/dispatch procedures and department communication protocols as assigned and trained.
- Receive and document payments/fees accurately per City policy; issue receipts and maintain related records.
- Maintain a clean, organized work area and follow professional dress standards.
- Attend trainings/meetings related to these assigned duties as directed.

Required Qualifications

- Strong attention to detail, confidentiality, and professionalism.
- Proficiency with office technology and ability to learn Police Department administrative processes and records systems.
- Ability to manage multiple tasks and interact calmly and respectfully with the public.

Work Schedule / Conditions

- Duties are performed as assigned in coordination with City Hall responsibilities and departmental needs; occasional schedule adjustments may occur.

Disclaimer

This description summarizes primary duties and does not include every task. Duties may be reassigned by the City as needed and this description does not constitute an employment contract.

Chief of Fire and Emergency Medical Services

Position Title: Chief of Fire and EMS Departments

Department: Fire & EMS Department

FLSA: Exempt (as designated)

Revised: 2026

Reports To: Mayor for administrative coordination; operates under applicable Wisconsin statutes and City ordinances/policies.

Position Summary

Administrative and operational head of the City's Fire and EMS Divisions. Provides leadership, management, and coordination of personnel, resources, training, readiness, compliance, and service delivery. In Peshtigo, Fire and EMS members are paid volunteer/on-call and part-time (non-benefited); recruitment, retention, and coverage readiness are critical elements of the role.

Essential Functions

- Administer and enforce department rules, policies, EMS protocols, and operating guidelines.
- Direct Fire and EMS operations, including serving as Incident Commander at emergencies.
- Develop and manage the annual budget; plan equipment acquisition and operational needs.
- Ensure training programs are established and maintained so members meet required certifications, continuing education, and readiness standards.
- Schedule and coordinate personnel to ensure adequate staffing and call coverage.
- Maintain oversight of department records: incident reports, training logs, inspections, certifications, and compliance documentation.
- Oversee maintenance and repair of apparatus, equipment, and facilities.
- Investigate and respond to complaints or concerns related to Fire or EMS operations; document actions taken.
- Supervise, discipline, and evaluate personnel consistent with City policy and due process requirements.
- Coordinate mutual aid planning/response and maintain working relationships with county and regional partners.
- Lead community risk reduction: fire prevention, public education, and EMS outreach.
- Participate in strategic planning for department growth, service improvements, recruitment, and retention.

Minimum Qualifications (adjust as needed for your recruitment posting)

- Ten (10) years of fire service experience.
- Five (5) years of supervisory experience in an officer or equivalent leadership role.
- Wisconsin certifications: Firefighter I & II; must have Certified Fire Officer per SPS 330.8(3).
- Driver/Operator – Pumper (and/or Aerial if applicable) or ability to obtain within timeframe.
- Emergency Services Instructor I (or ability to obtain within timeframe).
- EMS licensure at minimum EMR (EMT or Paramedic preferred).
- NIMS/ICS 100, 200, 700 (and others if required by policy/operations).

Knowledge, Skills, and Abilities

- Strong command and incident management ability.
- Working knowledge of applicable codes/standards and regulatory compliance expectations.

- Strong communication, leadership, conflict management, and documentation habits.
- Ability to work effectively with elected officials, staff, volunteers, and the public.
- The Chief is subject to the performance, reporting, and leadership-accountability requirements of Section 325.

Legal Authority (Fire Scene)

When acting within firefighting or first aid response duties, the Fire Chief has limited scene authority as provided under Wisconsin law and applicable City ordinances, including managing hazardous scenes, directing individuals, and taking actions reasonably necessary to protect life and property.

Work Schedule / Conditions

- On-call and emergency response required; includes nights, weekends, and holidays.
- Mix of office duties and physically demanding operational response.

Disclaimer

This description summarizes responsibilities and may be revised by the City. It is not a contract.

First Assistant Fire Chief

Position Title: First Assistant Chief of the Fire Department

Department: Fire Department

Revised: 2026

Reports To: Fire & EMS Chief

Position Summary

Primary deputy to the Fire & EMS Chief for fire operations. Assumes command responsibilities in the Chief's absence and supports operational readiness, training, apparatus readiness, and supervision.

Essential Functions

- Support the Chief in managing fire suppression, prevention, inspections, training, and operational readiness.
- Serve as Incident Commander when delegated or when the Chief is unavailable.
- Assist with scheduling, staffing, and coverage coordination.
- Coordinate apparatus/equipment readiness and maintenance priorities.
- Assist with budgeting needs, purchasing support, and public outreach as assigned.
- Support supervision, mentoring, and documentation consistent with City policy.

Minimum Qualifications

- Seven (7) years firefighting experience including five (5) year in an officer/supervisory role. Fire Officer 1 per SPS 330.8(3).
- Wisconsin certifications: Firefighter I & II; must have Certified Fire Officer per SPS 330.8(3).
- NIMS/ICS 100, 200, 700.
- Demonstrated ability to operate in incident command roles.

Disclaimer

Not all duties are listed; the City may adjust responsibilities as needed.

Second Assistant Fire Chief

Position Title: Second Assistant Chief of the Fire Department

Department: Fire Department

Revised: 2026

Reports To: Fire & EMS Chief

Position Summary

Supports fire operations and command functions when senior officers are unavailable. Assists with training, readiness, and supervision as assigned.

Essential Functions

- Assist with suppression operations, training coordination, and equipment readiness.
- Act as Incident Commander when delegated or when higher-ranking officers are unavailable.
- Support personnel supervision, documentation, and administrative recordkeeping as assigned.
- Participate in public education and outreach efforts.

Minimum Qualifications

- Seven (7) years firefighting experience including five (5) year in an officer/supervisory role. Fire Officer 1 per SPS 330.8(3).
- Wisconsin certifications: Firefighter I & II; must have Certified Fire Officer per SPS 330.8(3).
- NIMS/ICS 100, 200, 700.
- Ability to operate in incident command roles.

Disclaimer

This description is not exhaustive; responsibilities may be adjusted.

Emergency Medical Responder First Assistant

Position Title: EMR First Assistant

Department: Emergency Medical Services Department

Revised: 2026

Reports To: Fire & EMS Chief

Position Summary

Second-in-command of the EMS Division. Supports the Fire & EMS Chief in daily EMS operations, regulatory compliance, training readiness, staffing coordination, and quality improvement. Provides operational leadership when the Chief is unavailable.

Essential Functions

- Assist with administration and oversight of EMS operations and call coverage.
- Support staffing, scheduling, and readiness to maintain timely response capabilities.
- Ensure compliance with Wisconsin EMS regulations, protocols, and reporting requirements.
- Oversee EMS training, certification tracking, continuing education, and readiness documentation.
- Monitor EMS equipment, supplies, and ambulance readiness; coordinate maintenance needs.
- Maintain accurate EMS records and support required submissions.
- Act as Incident Commander for EMS operations when delegated or in the Chief's absence.
- Coordinate with the Medical Director regarding protocol compliance, QA/QI, and performance improvement.
- Represent the City at EMS-related county/regional/state meetings as assigned.

Minimum Qualifications

- Wisconsin EMS licensure at minimum EMR; EMT or higher preferred.

- Two (2) years minimum active EMS experience.
- NIMS/ICS 100, 200, 700.
- Demonstrated leadership and supervisory capability.

Work Schedule / Conditions

- On-call/emergency response expectations consistent with department operations.

Disclaimer

This description is not exhaustive and does not limit the City's ability to assign duties as needed.

SALARY AND WAGE SCHEDULE FOR 2026

		<u>2025</u>	<u>2026</u>
Chief Election Inspectors		12.00 Per Hour	<u>12.00</u> Per Hour
Election Inspectors		11.50 Per Hour	<u>11.50</u> Per Hour
Chief Deputy Clerk-Treasurer		21.11 Per Hour	<u>22.00</u> Per Hour
Deputy Clerk-Treasurer		18.00 Per Hour	<u>20.00</u> Per Hour
City Attorney (New 07/01/10)			
General City Government	25%	15,704.34	<u>16,332.50</u>
Water & Sewer Utility	12.5 % each (\$7550.16 ea.)	15,704.34	<u>16,332.50</u>
UDAG	50%	<u>31,408.67</u>	<u>32,665.00</u>
		62,817.35 Per Year	65,330.00 Per Year
Clerk-Treasurer (+1 week vacation in 2022)		69,326.40 Per Year	<u>72,100.00</u> Per Year
Director of Public Works		105,456.00 Per Year	<u>109,675.00</u> Per Year
Parks and Recreation Director (3 wks vacation 01/22 & 4 wks at 3 yrs)		53,414.40 Per Year	<u>55,555.00</u> Per Year
Clerk of Courts (20 hours mo.)		4,160.00 Per Year	<u>4,500.00</u> Per Year
Building Inspector		Contracted Out	
UDAG Committee		35.00 Per Meeting	<u>35.00</u> Per Meeting
Plan Commission		35.00 Per Meeting	<u>35.00</u> Per Meeting
Board of Appeals		35.00 Per Meeting	<u>0.00</u> Per Meeting
Ethics Committee		35.00 Per Meeting	<u>0.00</u> Per Meeting
Police Disciplinary Review Committee		35.00 Per Meeting	<u>0.00</u> Per Meeting
Water and Sewer Committee		85.00 Per Meeting	<u>85.00</u> Per Year
Janitor City Hall & Henry Drees Community Center (Contracted out 8/2016)			
Police Chief (\$500 clothing maintenance)		79,859.10 Per Year	<u>83,055.00</u> Per Year
Lieutenant		31.77 Per Hour	<u>33.10</u> Per Hour
Part-time Patrolman	<5 yrs./>5 yrs. experience	22.00/26.00 Per Hour	<u>22.00/26.00</u> Per Hour
School Crossing Guards		20.00 Per Hour	<u>20.00</u> Per Hour
Poundmaster	Dog/Cat	60.00/35.00 Each	<u>60.00/40.00</u> Each
	Wild Animals	45.00 Each	<u>45.00</u> Each
Fire/EMS Chief (75%-Fire/25%-EMS)		14,239.06 Per Year	<u>14,810.00</u> Per Year
Fire Chief First Assistant		1,248.00 Per Year	<u>1,248.00</u> Per Year
Fire Chief Second Assistant		624.00 Per Year	<u>624.00</u> Per Year
Head Truck Driver		1,560.00 Per Year	<u>1,560.00</u> Per Year
Fireman		26.00 Per Fire	<u>26.00</u> Per Fire
		13.00 Per Meeting	<u>13.00</u> Per Meeting
		13.00 Per Hour	<u>13.00</u> Per Hour
		after 2nd hr. of fire call	
EMS First Assistant		1,560.00 Per Year	<u>1,560.00</u> Per Year
EMR		26.00 Per Call	<u>26.00</u> Per Call
		13.00 Per Meeting	<u>13.00</u> Per Meeting
		13.00 Per Hour	<u>13.00</u> Per Hour
		after 2nd hr. of Call	
		2.00 Per Hour -	<u>2.00</u> Per Meeting
		1st standby	
		1.00 Per Hour -	<u>1.00</u> Per Meeting
		2nd standby	

Mayor		21,500.00 Per Year	<u>21,500.00</u> Per Year
Yearly Expense (to be paid quarterly)		2,200.00 Per Year	<u>2,200.00</u> Per Year
Mayor's Budget 5140.0320 \$2,000.00 for Pub/Sub/Dues/Edc - this money may also be used for functions that the Mayor is required to attend.			
Council Members	(begins April for candidates)	2,500.00 Per Year	<u>200.00</u> Per Year
Special Council Meetings	(begins April for candidates)	35.00 Per Meeting	<u>50.00</u> Per Meeting
Committee Meetings	(begins April for candidates)	35.00 Per Meeting	<u>50.00</u> Per Meeting
Expense Allowance		30.00 Per Month	<u>30.00</u> Per Month
Municipal Judge		3,952.00 Per Year	<u>4,250.00</u> Per Year
Expense Allowance		30.00 Per Month	<u>30.00</u> Per Month
Board of Review		55.00 Per Meeting	<u>55.00</u> Per Meeting
Park Labor and Aides:			
Park Foreman/ Lead Worker		17.00 Per Hour	<u>17.00</u> Per Hour
Park General Laborer		13.00 1st yr Per Hour	<u>13.00 1st yr</u> Per Hour
		13.50 2+ yrs	<u>13.50 2+ yrs</u> Per Hour
Weed Harvester Operator/Grass Cutter (Adult)		17.00 Per Hour	<u>17.00</u> Per Hour
Student Park Labor		13.00 1st yr Per Hour	<u>13.00 1st yr</u> Per Hour
		13.50 2+ yrs	<u>13.50 2+ yrs</u> Per Hour
Certified Instructors		13.50 Per Hour	<u>13.50</u> Per Hour
		(D.O.Q.)	(D.O.Q.)
Activity Directors		13.50 Per Hour	<u>13.50</u> Per Hour
Activity Assistants		13.50 Per Hour	<u>13.50</u> Per Hour
Student Activity Assistants		13.50 Per Hour	<u>13.50</u> Per Hour
Park Watchman		13.50 Per Hour	<u>13.50</u> Per Hour
DPW Summer Part-time		16.34 Per Hour	<u>16.34</u> Per Hour
DPW Adult Part-time		16.99 Per Hour	<u>16.99</u> Per Hour

CITY OF PESHTIGO
POSITION CLASSIFICATION AND WAGE REVIEW SHEET
For Personnel Committee Review

Purpose:

This sheet is intended to help the City review all paid positions and determine whether each position is properly classified, approved, documented, and placed on the City wage schedule. This review should apply consistently across all City departments.

This document is for review and discussion purposes. Final classification, wage placement, benefit eligibility, overtime status, and approval authority should be confirmed with the Clerk-Treasurer's office, City Attorney, applicable ordinances, collective bargaining agreements, employment contracts, and state or federal law.

Position / Role	Department / Area	Current Wage Schedule Listing	Proposed Employment Category	Represented / Non-Represented	FLSA Status	Emergency Operations Designation	Approval / Oversight	Notes / Items to Confirm
Clerk-Treasurer	Administration	Annual salary	Appointed / Non-Represented Employee	Non-Represented	Exempt / Confirm	Essential	Council / Mayor / Ordinance	Confirm appointment authority, job description, and contract/status if applicable.
Chief Deputy Clerk-Treasurer	Administration	Hourly	Regular Full-Time / Confirm	Non-Represented	Non-Exempt / Confirm	Essential or As Directed	Clerk-Treasurer / Personnel / Council	Confirm regular hours, benefits eligibility, and approved job description.
Deputy Clerk-Treasurer	Administration	Hourly	Regular Full-Time / Confirm	Non-Represented	Non-Exempt	Essential or As Directed	Clerk-Treasurer / Personnel / Council	Confirm regular schedule and onboarding requirements.
City Attorney	Legal	Annual/contracted amount	Contracted Service / Appointed Professional	Non-Employee / Contracted	N/A	As Directed	Council	Should be separated from employee wage classifications if contracted.
Director of Public Works	DPW	Annual salary	Appointed / Non-Represented Employee	Non-Represented	Exempt / Confirm	Essential	Mayor / Council / Personnel	Confirm job description, exempt status, and emergency expectations.
Parks and Recreation Director	Parks & Recreation	Annual salary	Appointed / Non-Represented Employee	Non-Represented	Exempt / Confirm	Essential or As Directed	Mayor / Council / Personnel	Confirm job description, exempt status, and emergency expectations.
Clerk of Courts	Municipal Court	Annual stipend/limited hours	Appointed / Part-Time / Confirm	Non-Represented	Non-Exempt / Confirm	Non-Essential or As Directed	Municipal Judge / Council	Confirm whether this is employee, appointed, or stipend role.
Building Inspector	Inspection Services	Contracted out	Contracted Service	Non-Employee / Contracted	N/A	As Directed	Council / Contract	Keep separate from employee wage schedule if contracted.
Police Chief	Police Department	Annual salary	Protective Service / Appointed or Non-Represented	Non-Represented / Confirm	Exempt / Confirm	Essential	Mayor / Council / Police & Fire Commission if created	Confirm statutory authority, appointment process, and job description.
Police Lieutenant	Police Department	Hourly	Protective Service Employee	Represented or Non-Represented / Confirm	Non-Exempt / Confirm	Essential	Police Chief / Mayor / Council	Confirm union/contract status and overtime rules.
Part-Time Patrolman	Police Department	Hourly	Protective Service / Regular Part-Time or Temporary Part-Time	Represented or Non-Represented / Confirm	Non-Exempt	Essential / As Scheduled	Police Chief / Personnel / Council	Confirm WRS threshold, hours limit, hiring approval, and wage placement.

School Crossing Guards	Police Department	Hourly	Regular Part-Time Employee	Non-Represented / Confirm	Non-Exempt	As Directed	Police Chief / Personnel / Council	Handbook specifically places crossing guards under regular part-time. Confirm hours below WRS threshold unless approved.
Poundmaster	Police / Animal Control	Per animal	Paid-Per-Event / Contracted or Employee / Confirm	TBD	TBD	As Directed	Police Chief / Council	Needs clarification: employee, contractor, stipend, or per-call position.
Fire/EMS Chief	Fire/EMS	Annual stipend/salary	Protective Service / Appointed or Paid-on-Call Leadership	Non-Represented	TBD	Essential	Mayor / Council	Confirm whether employee, officer stipend, paid-on-call, or appointed role.
Fire Chief First Assistant	Fire/EMS	Annual stipend	Protective Service / Paid-on-Call Leadership	Non-Represented	TBD	Essential / As Directed	Fire/EMS Chief / Council	Confirm status and whether position description exists.
Fire Chief Second Assistant	Fire/EMS	Annual stipend	Protective Service / Paid-on-Call Leadership	Non-Represented	TBD	Essential / As Directed	Fire/EMS Chief / Council	Confirm status and whether position description exists.
Head Truck Driver	Fire/EMS	Annual stipend	Protective Service / Paid-on-Call	Non-Represented	TBD	Essential / As Directed	Fire/EMS Chief / Council	Confirm if position is still active and documented.
Firefighter	Fire/EMS	Per fire / meeting / hourly after call	Protective Service / Paid-on-Call	Non-Represented	Non-Exempt / Confirm	Essential / As Directed	Fire/EMS Chief / Council	Confirm pay method, call reporting, meeting pay, and onboarding requirements.
EMS First Assistant	Fire/EMS	Annual stipend 	Protective Service / Paid-on-Call Leadership	Non-Represented	TBD	Essential / As Directed	Fire/EMS Chief / Council	Confirm status and whether position description exists.
EMR	Fire/EMS	Per call / meeting / hourly after call / standby	Protective Service / Paid-on-Call	Non-Represented	Non-Exempt / Confirm	Essential / As Directed	Fire/EMS Chief / Council	Confirm pay method, standby pay, training requirements, and onboarding.
Mayor	Elected Official	Annual salary/expense	Elected Official	Non-Employee for classification purposes / Confirm	N/A	Essential	Electors / Council by ordinance or resolution	Should be listed separately from employee classifications.
Council Members	Elected Officials	Annual salary/meeting pay	Elected Official	Non-Employee for classification purposes / Confirm	N/A	As Directed	Electors / Council	Should be listed separately from employee classifications.
Special Council Meetings	Elected Officials	Per meeting	Elected Official Compensation	N/A	N/A	As Directed	Council	Confirm ordinance/resolution authority.
Committee Meetings	Committees	Per meeting	Public Official / Committee Compensation	N/A	N/A	As Directed	Council	Confirm which committees qualify for pay.
Municipal Judge	Municipal Court	Annual salary/expense	Elected Official	Non-Employee for classification purposes / Confirm	N/A	As Directed	Electors / Council	Should be listed separately from employee classifications.
Board of Review	Board of Review	Per meeting	Public Official / Board Compensation	N/A	N/A	As Directed	Council	Confirm statutory/ordinance authority.
Chief Election Inspectors	Elections	Hourly	Election Official / Temporary	Non-Represented	Non-Exempt	As Directed	Clerk-Treasurer / Council	Could be classified separately from City

			Election Worker		/ Confirm			employees. Confirm election worker status.
Election Inspectors	Elections	Hourly	Election Official / Temporary Election Worker	Non-Represented	Non-Exempt / Confirm	As Directed	Clerk-Treasurer / Council	Could be classified separately from City employees. Confirm election worker status.
UDAG Committee	Committee	Per meeting	Committee Member / Public Official Compensation	N/A	N/A	As Directed	Council	Confirm if pay remains active.
Plan Commission	Committee	Per meeting	Committee Member / Public Official Compensation	N/A	N/A	As Directed	Council	Confirm if pay remains active.
Board of Appeals	Committee	Per meeting	Committee Member / Public Official Compensation	N/A	N/A	As Directed	Council	Confirm if pay remains active.
Ethics Committee	Committee	Per meeting	Committee Member / Public Official Compensation	N/A	N/A	As Directed	Council	Listed as \$0 for 2026. Confirm whether position remains on schedule.
Police Disciplinary Review Committee	Committee	Per meeting	Committee Member / Public Official Compensation	N/A	N/A	As Directed	Council	Listed as \$0 for 2026. Confirm whether committee remains active.
Water and Sewer Committee	Committee	Per meeting/year	Committee Member / Utility Committee Compensation	N/A	N/A	As Directed	Council / Utility	2026 listing appears to say "per year" instead of "per meeting." Confirm.
Janitor - City Hall / Henry Drees Community Center	Buildings	Contracted out	Contracted Service	Non-Employee / Contracted	N/A	As Directed	Council / Contract	Keep separate from employee classifications if contracted.
Park Foreman / Lead Worker	Parks & Recreation	Hourly	Seasonal Employee or Temporary Employee / Confirm	Non-Represented	Non-Exempt	Essential or As Directed	Parks Director / Personnel / Council	Confirm whether this is seasonal, recurring part-time, or temporary.
Park General Laborer	Parks & Recreation	Hourly	Seasonal Employee	Non-Represented	Non-Exempt	As Directed	Parks Director / Personnel / Council	Confirm first-year and second-year wage placement.
Weed Harvester Operator / Grass Cutter - Adult	Parks / DPW / Waterway	Hourly	Seasonal Employee or Temporary Employee / Confirm	Non-Represented	Non-Exempt	As Directed	Parks Director / DPW Director / Personnel / Council	Confirm supervising department and required training/certifications.
Student Park Labor	Parks & Recreation	Hourly	Seasonal Employee	Non-Represented	Non-Exempt	As Directed	Parks Director / Personnel / Council	Confirm minor employment rules, work permits if applicable, and job duties.
Certified Instructors	Parks & Recreation	Hourly / DOQ	Seasonal, Temporary, or Paid-Per-Program / Confirm	Non-Represented	Non-Exempt / Confirm	Non-Essential	Parks Director / Personnel / Council	Needs clearer classification. Confirm if employee or contractor.
Activity Directors	Parks & Recreation	Hourly	Seasonal or Temporary Employee	Non-Represented	Non-Exempt	Non-Essential	Parks Director / Personnel / Council	Confirm program length and job description.

Activity Assistants	Parks & Recreation	Hourly	Seasonal or Temporary Employee	Non-Represented	Non-Exempt	Non-Essential	Parks Director / Personnel / Council	Confirm program length and job description.
Student Activity Assistants	Parks & Recreation	Hourly	Seasonal Employee	Non-Represented	Non-Exempt	Non-Essential	Parks Director / Personnel / Council	Confirm minor employment rules and job duties.
Park Watchman	Parks & Recreation	Hourly	Seasonal, Temporary, or Regular Part-Time / Confirm	Non-Represented	Non-Exempt	As Directed	Parks Director / Personnel / Council	Needs clarification because "watchman" may be recurring/security-like work.
DPW Summer Part-Time	DPW	Hourly	Seasonal Employee	Non-Represented	Non-Exempt	Essential or As Directed	DPW Director / Personnel / Council	Confirm seasonal duration, job description, and onboarding.
DPW Adult Part-Time	DPW	Hourly	Regular Part-Time or Temporary Employee / Confirm	Non-Represented	Non-Exempt			

CLASSIFICATION LEGEND FOR REVIEW

Regular Full-Time Employee:

An employee regularly scheduled to work a full-time schedule, generally 40 hours per week, or as otherwise defined by law, contract, or written agreement.

Regular Part-Time Employee:

An employee regularly scheduled to work fewer than full-time hours on an ongoing basis. Regular part-time employees may be subject to Wisconsin Retirement System requirements depending on hours worked.

Seasonal Employee:

An employee hired for work tied to a particular season or recurring time of year, such as summer, winter, recreation, parks, or grounds-related work. *part or full time*

Temporary Employee:

An employee hired for a limited duration to meet a short-term staffing, project, coverage, or workload need.

Appointed / Non-Represented Employee:

An appointed position that is not covered by a collective bargaining agreement, such as certain department heads or administrative positions.

Represented Employee:

An employee covered by an applicable collective bargaining agreement.

Protective Service Employee:

An employee serving in Police, Fire, EMS, or related protective service operations, as authorized by the City and applicable law.

Paid-on-Call / Paid-Per-Event:

A person compensated by call, event, meeting, program, standby assignment, or similar activity rather than a regular hourly schedule. The City should confirm whether each paid-on-call or paid-per-event role is treated as an employee, volunteer, officer, stipend position, or contractor.

Contracted Service:

A person or firm providing services under contract rather than as a City employee. Contracted services should generally be listed separately from employee wage classifications.

Elected Official:

A position filled by election, such as Mayor, Council Member, or Municipal Judge. These positions should be listed separately from employee classifications.

Public Official / Committee Compensation:

A member of a board, commission, or committee who receives meeting pay, stipend, or other compensation authorized by the City.

Emergency Operations Designation:

This is not an employment category. A position may be designated Essential, Non-Essential, As Directed, or To Be Determined based on the City's operational needs during an emergency.

CITY OF PESHTIGO

Telephone 715-582-3041

331 French Street - Suite A - Peshtigo, WI 54157

Office of the Mayor



MEMO

To: Personnel Committee

From: Mayor Katie Berman

Date: June 2, 2026

Re: Proposed Employee Handbook Clarification Edits and Fire/Rescue Supplemental Handbook Update

The following proposed handbook edits are being brought forward for Personnel Committee review as cleanup and clarification items following recent position updates, department needs, and handbook implementation questions.

These proposed edits are intended to clarify current City practice, improve consistency in handbook language, and help ensure department heads and employees understand expectations related to safety apparel, City vehicle use, exempt and non-exempt employment status, required licenses and certifications, new hire onboarding, and consultation before significant personnel action.

These edits are not intended to reopen the full Employee Handbook. Rather, they are intended to address specific sections where additional clarification is needed.

I also want to make the Personnel Committee aware that I am working with Chief Gardon to update the Fire/Rescue Handbook so that it functions more clearly as a supplemental handbook specific to the Fire/Rescue Department. That supplemental handbook will focus on department-specific operations, expectations, structure, and themes that apply specifically to Fire/Rescue, while remaining consistent with the City's overall Employee Handbook, policies, and procedures.

A copy of the current working Fire/Rescue supplemental handbook is being included for the Committee's reference. At this time, it is being provided for awareness and reference only. I will continue working through that process with Chief Gardon and the Fire, Lighting and Building Committee before any final recommendation is brought forward to Council. The goal is to make sure the Fire/Rescue supplemental handbook is consistent with all City policies, procedures, and expectations before final approval is considered.

Requested Action

I am asking the Personnel Committee to review the proposed handbook language and determine whether to recommend these specific edits to the Common Council for approval and inclusion in the City Employee Handbook.

If the Committee is comfortable with the proposed language, the edits may be forwarded to the Common Council for final approval. If additional legal, payroll, insurance, or administrative review is needed, the Committee may direct the Mayor, Clerk-Treasurer, and/or City Attorney to review the language before final Council consideration.

Note for Committee Review

Because the Police Chief vehicle assignment may involve take-home use, on-call response, insurance considerations, and possible payroll or tax reporting requirements, that language should be reviewed for consistency with City insurance coverage, payroll practices, and any applicable legal requirements before final approval.

Proposed Handbook Edits

Page 28 – Section 300 – Employment Categories

Insert at the end of Section 300

This would allow Section 300 to address both employment categories and employment-related qualifications or classifications.

Required Licenses, Certifications, Training, and Qualifications

Employees are responsible for maintaining any license, certification, training, qualification, or other credential required for their position, assigned duties, or continued employment with the City.

Employees must promptly notify their Department Head and/or the City if any required license, certification, training, qualification, or credential is suspended, revoked, expired, restricted, not renewed, or otherwise affected.

Failure to obtain or maintain a required license, certification, training, qualification, or credential may affect the employee's ability to perform assigned duties and may result in reassignment, removal from certain duties, disciplinary action, or other employment action, depending on the nature of the position and the requirement involved.

The City may require proof of current licenses, certifications, training, qualifications, or credentials at any time.

Exempt and Non-Exempt Status

In addition to employment categories such as full-time, part-time, temporary, or seasonal, employees are also classified as either exempt or non-exempt for purposes of wage and hour administration under the Fair Labor Standards Act and applicable law.

Non-exempt employees are eligible for overtime compensation or compensatory time, as allowed by law and City policy, for hours worked over the applicable overtime threshold. Non-exempt employees are required to accurately record all hours worked.

Exempt employees meet the legal requirements for exemption from overtime compensation based on their job duties, level of responsibility, and compensation structure. Exempt employees are generally

non-exempt classification should be directed to the Clerk-Treasurer's Office, the Mayor, and/or the City Attorney, as appropriate.

New Hire Paperwork and Onboarding

All new employees must complete required employment paperwork through the Clerk-Treasurer's Office before beginning work or as otherwise directed by the City. Required paperwork may include payroll forms, tax documents, direct deposit information, emergency contact information, handbook acknowledgment, benefit-related forms if applicable, and any other documents required by the City.

Department Heads are responsible for coordinating the employee's first day with the Clerk-Treasurer's Office to ensure required paperwork is completed and the employee receives appropriate general City information. Department Heads shall not maintain independent or outdated employment paperwork packets.

To support consistent onboarding, new employees should generally spend time at City Hall on or near their first day of employment to complete required paperwork, receive general City information, and be introduced to appropriate City staff. Department-specific orientation may occur separately with the applicable Department Head.

Page 44 – Section 475 – Safety Shoes and Approved Clothing

Replace current language with the following

475 Safety Shoes and Approved Clothing

The City of Peshtigo will pay an amount designated by the Common Council annually for full-time Public Works employees for safety shoes, approved clothing, and other work-related safety apparel.

Employees may purchase approved safety shoes, boots, high-visibility clothing, or other approved work apparel as needed, provided the total amount paid or reimbursed by the City does not exceed the annual amount approved by the Common Council, unless additional approval is granted by the City.

All purchases must be work-related, appropriate for the employee's duties, and supported by receipts or other documentation required by the City.

Page 66 – Section 630 – Use of Equipment and Vehicles

Insert before "Reporting on Accidents"

Police Chief Vehicle Assignment

Due to the working and public safety nature of the Police Chief position, the City may assign a City-owned police vehicle to the Police Chief for official City and Police Department use.

The assigned vehicle may be used for law enforcement duties, emergency response, on-call availability, meetings, trainings, community events, after-hours responsibilities, and other department-related needs.

The Police Chief may be authorized to take the assigned vehicle home and use the vehicle as needed for City and Police Department purposes.

The vehicle remains City property at all times and shall be used primarily for official City business and Police Department purposes. Incidental use may be permitted when reasonably connected to the Police Chief's official duties, availability, or response responsibilities. The vehicle shall not be used for vacations, extended personal travel, purely personal errands unrelated to City business, or any use inconsistent with City policy.

The assigned vehicle may only be operated by the Police Chief or another City-authorized employee unless otherwise approved. The Police Chief shall comply with all traffic laws, safety requirements, insurance requirements, City policies, and Police Department procedures while operating the vehicle.

The City shall be responsible for approved fuel, maintenance, insurance, and equipment costs related to authorized use of the assigned vehicle, subject to normal City budget and purchasing procedures. The employee may be responsible for costs, fines, citations, damage, or liability resulting from unauthorized, negligent, reckless, or improper use of the vehicle.

Vehicle assignment may be modified, suspended, or revoked by the City based on operational needs, budget considerations, insurance requirements, policy compliance, or other legitimate City interests. Any assigned vehicle use shall remain subject to applicable payroll, tax, insurance, and reporting requirements as determined by the City.

Page 73 – Section 705 – Discipline or Corrective Action

Insert into the discipline or corrective action section

Consultation Before Significant Discipline or Employment Action

Department Heads are expected to consult with the Mayor before imposing significant disciplinary action, suspension, termination, removal from duties, or other employment action that may create legal, operational, safety, or policy concerns.

The Mayor may consult with the City Attorney, Clerk-Treasurer, and/or Personnel Committee as appropriate based on the nature of the matter. This consultation is intended to help ensure consistency, legal compliance, proper documentation, and appropriate City oversight in personnel matters.

Nothing in this section limits the City's ability to take immediate action when necessary to address safety concerns, misconduct, operational needs, legal compliance, or emergency circumstances.

Summary

These proposed edits are intended to strengthen the Employee Handbook by clarifying specific areas that have recently come up in practice.

At this time, I am asking the Personnel Committee to review the proposed City Employee Handbook edits and determine whether they should move forward to the Common Council for final approval, subject to any additional legal, insurance, or administrative review the Committee believes is necessary.

Thank you for your review and consideration.

Katie Berman

Mayor, City of Peshtigo

CITY OF PESHTIGO POLICE LIEUTENANT POSITION OPENING

The City of Peshtigo is accepting internal and external applications for the position of Police Lieutenant.

The Police Lieutenant serves as the Chief of Police's primary supervisory support and assists with the day-to-day operations of the Peshtigo Police Department. This position provides oversight of patrol operations, scheduling and shift coverage, training coordination, report review, personnel supervision, and operational command when directed by the Chief of Police.

This is a non-exempt, hourly, non-represented position and is not covered by the police union contract.

POSITION SUMMARY

The Police Lieutenant is responsible for supporting professional, constitutional, and community-focused policing within the City of Peshtigo.

The Lieutenant assists the Chief of Police with:

- Department operations
- Officer supervision
- Staffing needs
- Training coordination
- Policy implementation
- Report review
- Day-to-day department leadership
- Other duties necessary to support the effective operation of the Police Department

ESSENTIAL RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

- Supervising daily patrol operations and supporting officer safety, accountability, and professional standards.
- Coordinating staffing, scheduling, shift coverage, special event coverage, and emergency coverage as needed.
- Providing direction on complex calls, critical incidents, and operational concerns.
- Reviewing reports for accuracy, completeness, follow-up, and legal sufficiency.
- Assisting with recruitment, hiring, onboarding, field training, and continued training coordination.
- Supporting employee performance through coaching, documentation, and corrective action consistent with City policy, department procedures, and applicable law.
- Assisting the Chief of Police with policy implementation, operational planning, and budget or expenditure tracking as assigned.
- Maintaining strong working relationships with City staff, partner agencies, community members, and the public.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

- Current Wisconsin Law Enforcement Standards Board certification, or ability to meet and maintain required certification.
- Minimum of five years of law enforcement experience, or other experience as determined acceptable by the City.
- Valid driver's license with an acceptable driving record.
- Strong leadership, communication, judgment, decision-making, and documentation skills.
- Ability to work professionally with the public, City staff, elected officials, outside agencies, and department personnel.
- Supervisory, field training, leadership, or command-level experience is preferred.

COMPENSATION

The wage range for this position is:

\$28.00 to \$33.00 per hour, depending on qualifications and experience.

The City may consider lateral wage placement based on an applicant's years of law enforcement experience, supervisory or leadership experience, training, certifications, and overall qualifications.

BENEFITS

The City of Peshtigo offers a competitive public-sector benefits package, including:

- Nine paid holidays per year
- Two personal days per year
- Sick leave earned at 12 hours per month
- Vacation benefits pursuant to City policy
- Wisconsin Retirement System participation, if eligible
- City health insurance benefits currently offered at no premium cost to the employee, with a very low deductible and out-of-pocket cost

SCHEDULE AND WORK CONDITIONS

This is an hourly law enforcement position with a variable schedule.

The position may require:

- Nights
- Weekends
- Holidays
- Court appearances
- Trainings
- Emergency call-ins
- Special event coverage

Schedule needs will be based on department operations.

HIRING PROCESS

Applications will be reviewed by the City.

Interviews will be conducted with the Personnel Committee and the Chief of Police.

The selected candidate will be required to successfully complete a background check and any other applicable pre-employment requirements.

The Chief of Police and Personnel Committee will make a hiring recommendation to the Common Council for final approval.

APPLICATION PROCESS

Interested applicants should submit the following:

- City of Peshtigo employment application
- Cover letter
- Resume
- Documentation of Wisconsin LESB certification or current certification status
- Professional references

Application materials may be submitted to:

City of Peshtigo
Attn: City Clerk-Treasurer
331 French Street
Peshtigo, WI 54157
Or by email to: katieb@ci.peshtigo.wi.gov

Applications will be accepted until June 26, 2026 at 4:30 p.m. or until the position is filled.

The City of Peshtigo is an Equal Opportunity Employer.